IT Governance Program – Research & Innovative Technologies Committee

Meeting Minutes

October 19, 2020
10:00 – 11:30 a.m.
Zoom

Attendance:

<table>
<thead>
<tr>
<th>RITC Members</th>
<th>Ex- Officio Members</th>
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<tr>
<td>Dr. Raymundo Arroyave</td>
<td>X Dr. Honggao Liu</td>
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<td>X Dr. Hassan Bazzi</td>
<td>X Dr. Laura Mandell</td>
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<td>X Aaron Brender</td>
<td>X Dr. Darren Depoy</td>
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<td>X William Deigaard</td>
<td>X Aaron Retteen</td>
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<td>Dr. Darren Depoy</td>
<td>Dr. James Sacchettini</td>
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<td>X Dr. Nick Duffield</td>
<td>Dr. Dorothy Shippen</td>
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<td>X Dr. Carl Gregory</td>
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<td>Dr. Maria Escobar-Lemmon</td>
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<th>ITG Program Support</th>
<th>RITC Guests</th>
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<td>Sharon Mainka</td>
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<td>X Missy Mouton</td>
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<td>X Ethel Vaught</td>
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Minutes: Scheduled Business

Item 1: Welcome & Announcements
Description: General welcome and opportunity for announcements and items of interest relevant to the committee.

- William Deigaard welcomed the group.

Item 2: Creation of Templates for Grants
Description: Discussion on creating templates/boilerplates for grants (needs related list of “infrastructure and capabilities, including pool of technical skills”)

- The committee felt this was very necessary and useful.
- Discussed generating lists of topics that would be useful for grants writers. Suggestion was made that due to page limits, a document is created instead of templates, and people can edit it to fit into
their grant applications as space permits. The information needed depends on type of grant the researcher is applying for.

- Descriptions of capabilities for capacity etc.
- General campus service offerings, what everyone gets with concise descriptions
- Networking
- Data storage
- Internet peering, connectivity to metropolitan areas
- Cloud services, facilitating NIH stride environments
- Security, copyright issues
- Identity management, logging in to federated services
- Data management plan
- Technological feasibility
- Sustainability of information infrastructure
- Intellectual property
- Strategy for data sharing, identity management can be part of this section
- Github as a source repository

- Discussed each item being its own page, hierarchy of technological complexity. Document structure could be abstract, summary, description, inventory, financials, examples of successful grants and how the text fits in.
- We should focus on IT. Core facilities have documents about their capabilities.
- Honggao Liu has a boilerplate example about HPC capabilities, which he will share with the committee. Also, shared his data management plan document.
- William Deigaard shared a bullet list of items that he will send to Sharon Mainka to be put into GoogleDocs for the committee to view. It will also be sent out as an email attachment.
- Sharon suggests creating a task force or sub-committee. Laura suggested RITC members send examples of these items back to the committee. Mark suggested looking at existing repositories, such as one from the Research Development and Libraries.
  - Start with Facilities Descriptions and Data Management Plans.
  - Volunteers for Facilities Descriptions:
    - Laura Mandell
    - William Deigaard
    - Jorja Kimball per Mark Barteau
    - Someone from Michael Saradayzadeh’s group
    - Honggao Liu
    - Ethel Vaught, PM assistance
  - Volunteers for Data Management Plans sub-committee/task force:
    - Bruce Herbert from Libraries per Mark
    - Aaron Retteen
    - David Threadgill or designee
    - Same members as above as well.
    - Add PI for DOE, NIH grants
    - Carl Gregory for HIPAA compliance
- Send examples from committee members to Sharon, who will collect them.

**Item 3:** Division of IT Strategic Planning

**Description:** Discussion on Division of IT Strategic Planning

- Sharon discussed this item.
• The university's 2020 strategic plan is completed.
• Division of IT is starting to create a longer term, five-year strategic plan. Will start with multiple town hall meetings. There will be one town hall specifically focusing on research. It will be led by William and moderated by Sharon. This will tie into objectives that this committee would want to take on both now and over the next couple of years. Start date is to be determined.

**Item 4: Data Management Plan Best Practices**
Description: *Discussion on creating task force to address data management plan best practices*

Discussed as part of Item 2.

**Item 5: Sustainability for Information Infrastructure**
Description: *Discussion on addressing sustainability for information infrastructure.*

• We will come back to this after the data management plans are written. Will revisit at the next meeting.

**Other Item:**
Dee said the Executive IT Committee will meet in November. The final Research Data Storage report needs be sent to this group for review before sending to the Executive IT Committee. William will contact the task force to complete this report.

Meeting adjourned 11:09 a.m.