IT Governance Program – Strategic Information Technology Committee

Meeting Minutes

November 8, 2017
12:00 – 2:00 p.m.
JK Williams Building Conference Room 212

Attendance:

<table>
<thead>
<tr>
<th>SITC Members</th>
<th>ITG Program Support</th>
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<tr>
<td>X Dr. Othmane Bouhali (TAMUQ)</td>
<td>Tyler Raszick X Juan Garza</td>
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<td>X Dr. Leonard Bright</td>
<td>X Leonard Rivera X Joshua Kissee</td>
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<td>X Jeffrey Burton</td>
<td>X Dr. Simon Sheather</td>
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<td>Dr. Karen Butler-Purry</td>
<td>X Dr. Jorge Vanegas  X Lea Ann Westmoreland</td>
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<td>Dr. David Carlson</td>
<td>Mark Herzog (Ex-Officio)</td>
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<td>X M. Dee Childs</td>
<td>X Dr. Pete Marchbanks (Ex-Officio)</td>
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<tr>
<td>X Dr. Tim Davis</td>
<td>Future Chair – AIC</td>
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<td>X Dr. Darren Depoy</td>
<td>Future Chair – EAC</td>
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<td>X Susan Edmisson</td>
<td>Future Chair – IRPSC</td>
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<td>X Mark Harris</td>
<td>Future Chair – RITC</td>
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<tr>
<td>X Dr. Wesley Highfield (TAMUG)</td>
<td>Future Chair – TTLTC</td>
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<td>Joseph Pettibon, III</td>
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Minutes: Scheduled Business

Attachment A – IT Governance Presentation SITC 11082017

Item 1: Welcome Message
Description: Dee Childs welcomed the committee members and expressed her appreciation for participating on the committee, followed by brief introductions.

Item 2: Committee Logistics
Description: Josh Kissee gave an overview for the meeting, using Attachment A - IT Governance Presentation SITC 11082017, with committee logistics including email addresses, meeting dates and location, meeting minutes approval made via committee email, minutes to be posted 2 weeks of the meeting.

Item 3: ITG Website
Description: University-wide IT Governance website http://cio.tamu.edu/it-governance/
Toured the site for the committee roles, terms and procedures, members, agendas, minutes, mission, purpose, and responsibilities. Plan to add a menu item to show what the committees produce, decisions, and current projects. Link to personal webpage, email address is for the committee members only. Will make a call for members to share personal webpage.

**Item 4: ITG Software**

Description: Currently use a collection of tools. Provided overview of basic requirements for software to manage the committees. Narrowed down tools to two options. Both products have an annual subscription.

- Convene [https://convene.com/](https://convene.com/)

Jorge Vanegas recommended setting boundaries after reviewing the options.

**Item 5: Review of Parliamentary Procedure**

Description: Roberts Rules of Order

Refresher on Roberts Rules of Order to share the why, who, and what (motions, and rules of debates).

Reviewed the Rules of order:
- Main Motion, requires a Second
- Amendment
- Postpone to a Definite Time
- Refer to Committee
- Call the Question/Motion to Stop Discussion
- Adjourn or Recess
- Point of Order
- Point of Information
- Point of Personal Privilege

**Item 6: Selection of Parliamentarian**

Description: Leonard “Leo” Rivera offered to serve as the Parliamentarian.

SITC will be making recommendations to the President, Provost and CFO for consideration for policy or resources. Governance is a voice, but the decision making is at a higher level. A vote implies a decision while a poll establishes preferences. The committee is advisory. Discussion about concerns regarding voting versus polls. Need to keep an open mind on it. The committee will use polling.

**Item 7: Current State Analysis Exercise to Select ITG Topics for FY18**

Description: Divided into three groups to discuss and respond to 3 questions.

Dee Childs shared a framework of 3 pillars, posed in terms of questions:

1. What can IT do to increase research competitiveness?
2. What can IT do to facilitate transformative educational experiences and student success?

3. How can IT support A&M reaching national prominence as a premiere technology university?

Shared findings to the three questions.

1. Goals, initiatives, projects, or planned outcomes, university wide, will need the support of IT to be successful and in what ways?
   - Integrated IT to support all strategic imperatives, with exceptions permitted. Need to have learning and research under one administrative structure. Need forecasting.
   - Cost accounting of IT costs - who pays for it? How do we track?
   - Move from a retroactive validation involvement of stakeholders to a true proactive engagement and involvement from the start.
   - Full scope to cover all needs. An approach to cover all that needs to be supported.

2. Where do you believe IT across the University shows a strength, weakness, or is missing an opportunity?
   - Strength - copes well with size of student body, no major outages, flourishing distance education programs at every college.
   - Weakness – networking near saturation and IT organizational silos are everywhere. Imagine a network of the future, instead of sticking Band-Aids on the current one. Consider scale, works in short term, but how about long term. Opportunities – ways to work together, more standardization, cross disciplines able to work together throughout IT across the University.
   - Goal to manage information to further research. May be things in place to prevent research being accessed to a fault. Not a comprehensive assessment done on A&M from infrastructure and logically, where silos are. How do we want to conduct business and then offer the right solutions to manage it?
   - We must transcend individual agendas. Include temporal scales of effects over time of certain IT decisions. Collateral of some IT decisions. Something that always needs to be added and who keeps it, who maintains it.

3. What needs should IT Governance Program address in FY18? How do we incorporate those into a University-wide Climate Survey?
   - Ask faculty and staff what the big IT needs for future. Then for students and graduate students. Climate survey for determining components and requesting fiscal support from President. Bandwidth utilization should be a focus.
   - How much are students, and faculty, willing to pay for services?

Closing: Dee gave remarks about the structural challenge of the IT Governance framework, with this committee helping set agendas for the rest of the committees. Will start with a climate survey. Expressed appreciation for the collaboration.
**Action Items**

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<th>Action/Description</th>
<th>Assigned To</th>
<th>Action taken by Date</th>
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<tr>
<td>Make a call for members to share personal webpage.</td>
<td>Josh Kissee</td>
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<td>Add links to committee members’ personal webpage, specifically faculty, to IT Governance website. Possibly add photos.</td>
<td>Josh Kissee</td>
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<td>Share software details and prices for Board Effect and Convene.</td>
<td>Josh Kissee</td>
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