Administrative Advisory Committee on Computing (AACC) - Meeting Notes

Time and Place

Date: Monday, March 27, 2012
Time: 1:00-2:00 PM, Location: 01-133
Reference: http://aacc.calpoly.edu

Attendance and Next Meeting Date

Members Present:

Anthony Colvard (ASI); Beth Gallagher (HR); Kimi Ikeda (Provost); Lois Kelly (Financial Aid); Al Liddicoat (Academic Personnel); Ryan Matteson (ISO); Cheryl May (Library); Theresa May (ITS); Leigh Ramirez (Facilities); Rick Ramirez (AVP/Finance); Martin Shibata (Student Affairs)

Members Absent:

Irma Arellano (Continuing Ed); Cassie Carter (University Advancement ); Norinne Cruzat (Acad. Dept. Staff); Brent Goodman (IP&A); Lorlie Leetham (Fiscal Services); Jim Maraviglia (AVP/Marketing & Enrollment Management); Eumi Sprague (CPC); Cem Sunata (Registrar); Troy Weipert (AFD)

Guests:

Mike Miller (VP/CIO, Information Services); Jeff Nadel (CENG); Mary Shaffer (Information Services)

Next Meeting:

Date: Thursday, May 17, 4-5 p.m.
Time: 4:00-5:00 PM, Location: 01-409

Agenda Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Agenda Item / Discussion Topic</th>
<th>Status</th>
<th>Resolution / Action / Notes</th>
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<tbody>
<tr>
<td>1.</td>
<td>Approval of the Prior Meeting Notes</td>
<td>Standing</td>
<td>The minutes of the 1/23 meeting were approved as written.</td>
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<tr>
<td>2.</td>
<td>IT Governance Review - AACC Charge and Membership</td>
<td>Continued</td>
<td>Discussion focused on the question of merging AACC and CST which was suggested because of the similarity of membership and role. At the last CST meeting, it was felt that the only function still being performed involved budget, and that if a need arose, CST could be called together on an ad hoc basis to address CMS related issues. On the other hand, AACC is advisory to ITS in totality and should focus on broader university business needs and requirements rather than operational activities. Functions should include having input into setting priorities, developing policies and requirements, keeping informed on compliance and other issues, identifying implications (pros/cons) of proposals, getting feedback from and disseminating information to constituents, etc. With respect to membership, it was noted that Academic Affairs and Administration and Finance have more members than other areas. Rather than designating members by position, it was suggested that a certain number of members be allocated to each division. Shaffer will update the draft charge to reflect this input and bring a revised copy to the next meeting.</td>
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Following the discussion, Miller asked for input on topics for future discussion by this group and the following items were mentioned:

- Telephone system developments
- Dashboards
- Messaging/Collaboration (Zimbra successor)
- Groups Management
- Campus Functionality Add-ons to PeopleSoft, e.g., uDirect
- Electronic Workflow to replace manual processes
- Data Warehouse Strategy

3. ITS Strategic Plan – Environmental Scan Review  
   Continued  
   Time expired before this topic could be discussed. The question is whether this group wants to have a broader discussion of any of six environmental scan topics. See Action Item #2 for details.

4. Area Reports  
   New  
   The following area updates were given:

   - Ikeda – Predictive scheduling software will allow students to identify courses they want to take each quarter so academic departments can build their quarterly course schedules. The process was briefly described. While technically it may be easy to do, it requires a change in mindset on the campus. The academic senate and deans are supportive, but how faculty will respond is of concern. The only downside for students may be a loss in flexibility in choosing instructors, but they can still add/drop/change later.

   - Gallagher – Common HR System. No official word has been received on the implementation schedule. CSU HR officers are meeting in a couple of weeks. The Fresno campus has been selected as the base application, and Cal Poly can expect to reconfigure and change its business processes.

   - R. Ramirez – A major maintenance upgrade of the Common Financial System goes into production next week. Cal Poly was the CFS baseline so fewer changes were required.

5. Security Audit Update  
   New  
   Matteson summarized the audit findings and related activities. The main issue for this group is security awareness training. As of last fall, only 60% had completed training; it is now at 70%. Faculty and student employees are most problematic and Matteson is working with individual units to address it through alternative methods, etc.

   Starting in mid-May, if people haven’t completed training, network privileges will be revoked until they do. Affected managers and information security coordinators have been alerted and provided with access to a dashboard to track who hasn’t completed training. CSU is looking to contract with a new security awareness training vendor to provide video-based, modular training that can be tailored to different audiences. Training is expected to occur annually.
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<td>6.</td>
<td>Future Agenda Items</td>
<td>Standing</td>
<td>See Agenda Item #2 above</td>
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Pending Action Items

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<tr>
<th>Item</th>
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<th>Responsible Person</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>1.</td>
<td>Revise draft charge with suggested changes for further committee review</td>
<td>Shaffer</td>
<td>5/17</td>
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<td>2.</td>
<td>Review and comment on environmental scans for the new IT strategic plan</td>
<td>All</td>
<td>5/17</td>
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Completed Action and Discussion Items

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<th>Meeting Date</th>
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<tbody>
<tr>
<td>1.</td>
<td>ITS Reorganization</td>
<td>11/22</td>
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<td>2.</td>
<td>Review current charge <a href="http://president.calpoly.edu/committees/AACC.pdf">http://president.calpoly.edu/committees/AACC.pdf</a> and draft charge prepared based on samples from other universities and work done by other groups to date</td>
<td>3/27</td>
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