Committee Activities and Actions

The committee continued to meet under the facilitation of the Vice Provost/CIO in lieu of the appointment of a chairperson from within the committee. Meetings were held once in the fall and twice each in winter and spring. Meeting agendas and minutes are available at: http://aacc.calpoly.edu.

The following topics were discussed:

IT Governance: AACC Membership and Functions

The main topic of discussion this year involved a review of the current AACC charge and membership. A major point of discussion was whether AACC and the CMS Steering Team (CST) should be merged given the similarity in membership and role. After much discussion, AACC recommended keeping them separate. Other notable changes involved adding language around enterprise systems and applications, setting priorities, and addressing university data; adding detailed functions and responsibilities; setting expectations for the level of representation; and designating up to a certain number of representatives per division rather than appointing members based on specific roles. The final draft is attached.

Information Security Audit Findings and Plans

The committee was briefed on the results of a sensitive data audit conducted by CSU in the fall and campus plans to address them. Of primary concern is a need to improve staff and student assistant completion of security awareness training that was mandated three years ago. Individuals not complying face having their access revoked.

ITS Strategic Plan

Members were briefed on this process and were given an opportunity to review and comment on environmental scans developed by ITS staff in six topic areas to help set the groundwork for developing an ITS strategic plan for the campus. Members will have additional opportunities to inform and review and comment on the plan once it is drafted.

ITS Reorganization

Miller briefed the committee on the new Information Services organization and plans to reorganize ITS to be more responsive to faculty and student needs by creating an Academic Technology group that encompasses and expands the role of existing units within ITS. AACC sought and received assurance that support for administrative units provided by ITS units within the new group were would not be diminished by the change. Another change involved the transfer of the Information Security Officer function from AFD to Information Services.
Enterprise Group Infrastructure
A presentation was given on a new ITS resource that allows a defined group (of people) to be consistently shared across integrated campus applications. The goal is to reduce duplication and opportunities for error by managing campus groups in one place. One issue yet to be worked out involves group governance. ITS will be consulting with users this summer to develop a proposal which it will vet with this committee and others in the fall.

ITS Roadmap Development Process
A presentation was given on this new function designed to better align resources and priorities between ITS and functional business units on campus. The process involves reviewing goals; identifying barriers and ‘quick wins’; drafting problem statements and identifying potential problem areas; and creating, scheduling and implementing projects. ITS plans to meet with two new areas each quarter, to review existing roadmaps quarterly, and to fully re-assess annually. Members were very favorable and expressed interest in remaining informed of progress.

Updates
AACC received brief updates on predicative scheduling software, the rollout of the common HR system, a major maintenance upgrade to the common financial system, PCI compliance, security awareness training, potential new services based on recent upgrade of the campus telephone system, the status of CSU imaging project, and a new digital presence committee in development.

Future Agenda Items
- Telephone System Developments
- Dashboards
- Messaging/Collaboration (Zimbra successor)
- Campus Functionality Add-ons to PeopleSoft, e.g., uDirect
- Electronic Workflow to replace manual processes
- Data Warehouse Strategy
- Policies and guidelines around mobile devices, e.g., payment processing by CPC and ASI (student clubs)
- Cloud computing and Virtualization
ADMINISTRATIVE ADVISORY COMMITTEE ON TECHNOLOGY (AACT)

Charge

The Administrative Advisory Committee on Technology (AACT) is charged with identifying the information technology requirements of administrative users and programs, including enterprise systems and applications. The committee will make recommendations on and help set priorities for operational, policy and planning matters that impact the integration and use of information technology and university data to support and enhance Cal Poly’s business processes and services. In addition, the committee has the responsibility to recommend and promote the creation and enhancement of administrative support systems and databases which further the mission of the University.

Functions and Responsibilities

- Receive suggestions, recommendations, inquiries and proposals regarding the application of technology to university business processes and services
- Discuss and identify significant current and new information technology, resource and data needs and requirements to support and enhance university business processes and services and enterprise systems and applications
- Review and recommend policies, standards and guidelines affecting administrative uses of technology and the impact of technology on university business processes and/or enterprise systems and applications
- Synthesize administrative user input to make recommendations and help set priorities related to information technology initiatives, proposals, and the administrative technology roadmap for the university in the context of what is best from a university perspective
- Identify and help prioritize opportunities for achieving process improvement and operational efficiencies using technology, especially across divisions
- May research and consider other matters related to administrative data and information resource and technology issues
- May solicit information and assistance from other campus offices and groups as needed to conduct the business of the committee
- Submit a written report of its activities annually to IRMPPC, including any priorities, formal resolutions or recommendations adopted by the committee; once accepted by IRMPPC, the annual report will be submitted to the President’s Office by the Chair

Committee members will be responsible for dissemination of information to and feedback from their areas of representation. Representatives will serve as liaison to their respective constituencies and provide input on administrative information technology needs and priorities and should consist of decision makers and leaders of their respective units. Those making nominations will be kept informed on committee activity and will provide guidance and support to committee activity whenever appropriate.
If a member must miss a meeting or a portion of a meeting, the member may select an equivalent representative (e.g., a management representative from the same division) to serve as proxy. Prior to the meeting, the member must notify the Chair of the name of the person to serve as proxy. Proxies shall be counted in the determination of a quorum. Proxies will have the same right to vote as the member who is absent but must be informed about the item being voted on. If a proxy is not informed, they must abstain from voting. If a quorum is not reached, the vote will be deferred until an informed quorum is present.

Membership

Voting Members (Two-Year Terms)

- Up to four Academic Affairs administrative unit management representatives (excluding Information Services), nominated by the Provost
- Up to four Administration and Finance management representatives, nominated by the Vice President for Administration and Finance
- Up to two Student Affairs management representatives, nominated by the Vice President for Student Affairs
- One University Advancement management representative, nominated by the Vice President for University Advancement
- One Cal Poly Corporation management representative, nominated by the Cal Poly Corporation Executive Director
- One Associated Students, Inc., management representative nominated by the ASI Executive Director

Ex Officio / Non-Voting Members

- Director of Applications and Information Systems (Chair)
- University Information Security Officer

Staff support for the committee will be provided by Information Services.

Committee appointments are made annually by the President from nominations as indicated above. Ad hoc members and guests from ITS and other campus units may be invited by the chair to participate on an as needed basis to address specific issues under discussion.

Meetings

The committee will meet with sufficient frequency to ensure a positive and effective voice in university technology affairs. All meetings will be open to the campus community. Minutes and meeting notes will be kept and posted where all campus constituents may view them.