Technology Planning & Policy Committee
Minutes
May 15, 2014

Present: Hernan Bucheli, Chris Carter, Maria Grazia De Angelis, Laurie Edwards, Peter Greco, Lance Hourany, Pat Kreitz, Bridget Lanigan, Pete Michell, Michael Nathanson, Julia Odom, Sheila Pallotta, Dennis Rice, Jeff Sigman, Chris Sindt, Ed Tywoniak

Peter called the meeting to order at 1:04

I. Minutes/Membership

A. Peter asked for questions and comments with regards to the minutes of the March 13, 2014 meeting. A motion was made to approve the minutes as submitted. It was seconded and approved by the committee.

B. Peter welcomed Bridget Lanigan, who attended in place of Maria Tuite, and thanked her for her attendance on behalf of the ASSMC.

C. Membership - If someone is interested we'd like them to feel welcome especially if they come with an interest on behalf of the College. Recognizing that we haven't discussed this yet, including permanency, rotation and benefits, Peter invited members to send him and/or Beth an email regarding changes in membership.

II. Web Planning Committee

Peter announced that the TPPC will include representation from the Web Planning Committee. They've been meeting for three to four years with a focus on marketing and technology with regards to our web presence. They do work similar to that of the TPPC and the subcommittees. After speaking with Beth, Hernan and Elizabeth, it makes sense to bring them into the TPPC as a subcommittee.

III. Subcommittee Reports

A. Administrative Technology - Julia reported that the subcommittee has been busy. They approved a proposal from Business Office to implement ImageNow. This is a software application that helps manage processes while minimizing paper and printing.

B. ETG - Jeff reported that last meeting was devoted to the Information Security Policy and resulted in dialog about the policy. The prior meeting was on technological Proposals including one from the Library. They are requesting four services. The first is for a “Mobile Albert” because the old software no longer works since the library has changed mobile web
site for SMC. The second item is for software used for discovery service. It consolidates into that discovery service information from multiple sources, including books, online electronic resources, periodicals and journals. It will make searching much easier for users. The third request is for a tool that provides analysis of electronic resources people are actually using. Currently there is no way of looking globally at the use of the whole electronic resource collection. This will allow the Library to see what is being used and what is not. The last item is moving to the Cloud the electronic content that we buy. This gives us a backup. Right now we back it up on campus. Remote storage is the current standard for the whole country. Jeff said the subcommittee was very excited about this move. It directly impacts what faculty do in the classroom and how student use resources for scholarship and research.

There was also a proposal from KSOE that would help faculty and the teachers to better integrate the use of technology, particularly iPads, which are getting a lot of use in K12 education. It also helps them use it more effectively. The subcommittee has some questions and plan to meet with author of the proposal and others.

There were also some grants that were awarded to support teaching and research.

C. ITIS – Peter reported that the subcommittee was focused on the IT Security policy at their meeting. There weren’t any proposals to review.

IV. IT Security Policy and Procedure

Dennis reported on the follow up work with regard to the Policy. IT Services talked with ITIS, ETG and to the Provost and College Counsel about the IT Security Policy and Procedure. Based on these meetings, we updated the Policy. There were actually very few changes.

References to teaching and learning were removed and it was made generic to business and academic references throughout the text. The Provost was very helpful in creating a purpose statement in the second paragraph that satisfies many of the concerns about what the policy applies to, which is security and data. Comments from ETG and Provost allowed us to tighten up the opening statement. There was also feedback from ETG regarding the last paragraph that "willful" violations would be addressed. Without the policy we are defenseless. Willful negligence is something the College will pursue. The ETG was satisfied with the changes.

There was also feedback about section 11, Training and Awareness. We removed the mandates. Awareness was left in because we need it to inform people about phishing attacks and social engineering schemes, etc. The intent is to protect the data. It is not meant to police staff and faculty.
Dennis asked for questions, but none were raised. He then asked for a motion to recommend the policy go to the Cabinet. A motion was made and seconded to approve the policy and forward it to the Cabinet. The motion was unanimously approved by the Committee. Peter extended his thanks to Dennis for all his work on the Policy.

V. Google+ Hangouts "On Air" Proposal

Peter drew attention to the proposal submitted by the Admissions Department. It was requested for use with Information Sessions with prospective students. Recruitment component allows us to reach out to High school counselors with little cost to us. It provides us with a great opportunity.

Google Hangouts is already available to us. It allows conversations similar to Skype and Chat (messaging). Google Hangouts On Air allows for streaming of elements, which may involve video and camera. It is similar to video conferencing system. Omar would like to do so with Information Sessions. He wouldn't need to worry whether students have an SMC account or not. It would also be branded with our identity. We don't know of any limits.

The Committee discussed the proposal and shared concerns. It is free to use, Google provides disclaimers before users can join a session.

A motion was made to approve turning on Google+ Hangouts “On Air” for all Saint Mary’s Google Apps users. It was seconded and unanimously approved.

VI. IT Services Progress Report

Peter quickly shared his “IT Services Progress Report” presentation. He's been asking for proposals from people and they are coming in. When he receives them he has sometimes worried about timing so he wanted to bridge that gap.

He sees his role as CTO to balance strategic leveraging of IT and maintaining good IT health. It is a dual mission, not exclusive, but it is convergent. The TPPC is more focused on strategic leverage while IT Services is more focused on good IT health. As CTO, Peter is in the middle. He does not want to appear as if he is sending mixed messages and is doing his best to bridge that gap.

Using a medical analogy he displayed a graphic of ranging pain levels. He described it as a process of eradicating and reversing disease and age. The College decided to address these issues through an annual injection (budget enhancements). He showed the “prescribed” Fitness Program. Then displayed the dollars spent each year, 2011-12, 2012-13, 2013-14 and planned for 2015-20. IT Services is hoping for a carryover to spend $750K next year.
He shared a list of big projects representing $6.15 million that will have been spent since 2010 and through 2017. The good news is that IT Services will have funding for $6.175 million.

Hopefully this highlighted that mixed message and the two converging paths. Peter wants them both to show progress. By 2020 things come together. We’ll be talking about some creative things and our infrastructure will be able to handle them.

Peter will share this presentation again in the fall with more time for questions. He expects to have a better update because much will happen over summer.

The next meeting will be on September 18th at 1:00 in FAH 205.

The meeting was adjourned at 2:02.

**Handouts**
Minutes – March 13, 2014
SMC Institutional Information Security Policy, revision 4.2c (Draft)
TPPC Meeting Dates and Roster for 2014-15

**Respectfully submitted,**

Kim Sullivan
Assistant to Peter Greco, CTO