

# ITAC Meeting Minutes

(1/16/09)

In attendance: Monir Ahmed, Donald Barclay, Lurie Herbrand, Richard Kogut, Patti Istas, Nancy Ochsner, Henry Pai, Michael Spivey  
Guest(s): Faust Gorham  
Absent: Alberto Cerpa, Darryl Liu, Sam Traina

[Note: the goal of these minutes is to present a summary of the proceedings rather than a strict documentation of interactions.]

1. ITAC composition and attendance: the membership list was passed out, and Rich relayed DivCo's decision not to nominate a participant (but rather to explore what governance mechanism, if any, should be established within DivCo), and regrets as to confusion arising over the re-scheduling of this meeting (originally 12/8/08) and the date choice making it unlikely that student representatives would attend.
2. Explanation by Rich Kogut as to the goals of the ITAC, how it relates to other IT advisory structures, and potential challenges to whether or not the ITAC can function as spelled out in its charter. Specifically on this last point, as to whether or not the Committee members feel that they have the time and interest, given the scope of the committee and the resources and decisions that it can effect, to take on the work of running the committee independently.
3. Presentation by Rich Kogut, as to the structure of IT, what kinds of services are delivered and who is responsible for them, typical project list, and which of those services could fall under the purview of the ITAC. Org charts, the 2007-2008 Annual IT Report, and the current key project list were distributed. Ensuing discussion elicited the statement by Rich that ITAC in some sense needs to be the follow-on/replacement for the IT 2.0 Listening Tour and serve as a proxy for the end users of general computing services. Rich promised to distribute the IT 2.0 Listening Tour report and summary of key user services issues to the Committee.
4. Specific discussion (Michael Spivey and others) as to the importance of providing graduate student web sites.
5. General discussion as to how the Committee might function and challenges it would face. Issues raised include:
  - a. Balance between oversight and micro-management
  - b. Need to have preparation on issues before meetings
  - c. How to determine key priorities for the ITAC
  - d. Relationship to the IT Retreat (the Retreat did propose governance committees, but the CIO, and IT Audit, and others also did so independently)
  - e. Value of Committee members listening to others to bring back widespread feedback
  - f. Will Committee pick chair or will IT drive?
  - g. Does IT and/or the CIO have objectives for the Committee other than those outlined in the charter (raising issues and establishing priorities on

the one hand, and serving as a sounding-board for IT proposals on the other)? Answer: no, other than the legitimacy ITAC governance bestows on decisions taken.

- h. Can or how can the ITAC be advocates of IT proposals? How can the members get enough information to effectively take on that task should they choose to do so (some detailed information about many projects is available from the Vision and Strategic Planning link in the About section on the IT web site, [it.ucmerced.edu](http://it.ucmerced.edu))? What else can IT do to provide information?
  - i. How can the Committee most effectively function using meetings, electronic facilities, etc.?
6. Conclusions and Action Items
- a. Rich to distribute user issues matrix and IT 2.0 Listening Tour report.
  - b. For the time being, ITAC will not elect a chair; IT will drive Committee proceedings.
  - c. We will try to leverage electronic resources (email, CROPS project site) and interaction and minimize the number of physical meetings.
  - d. Meetings will most likely be held once or twice a year, one of them at a time when it can inform the budget process.
  - e. Begin electronic dialogue by polling the Committee as to what key issues should be considered as a first priority. Once compiled, refine order with electronic discussion and voting.
  - f. In parallel with working on identified issues, continue to periodically poll the Committee to identify new and emerging issues.