



Attendees:

Area	Name	Status	Area	Name	Status
Academic Affairs	John Pelissero	Delegated	ITS/Facilitator	Susan Malisch	In Attendance
Academic Affairs	Nancy Tuchman	In Attendance	ITS	Jim Sibenaller	In Attendance
Academic Affairs	Paul Gabriel	Absent	Student Develop.	Rob Kelly	In Attendance
Advancement	Jon Heintzeman	In Attendance	UMC	Kelly Shannon	In Attendance
Facilities	Kana Wibbenmeyer	In Attendance	Guests:		
Finance	Bill Laird	Delegated	ITS	Ann Simmons	In Attendance
Finance	Andrea Sabitsana	In Attendance	ITS	Dan Vonder Heide	In Attendance
Operations/HR	Tom Kelly	Absent			

Welcome, Meeting Purpose & Agenda

The meeting commenced at 1:40 PM with a review of the agenda and introduction of guests. Susan confirmed that the camera inventory review group was established, meeting time is pending. The minutes from the Jan 26th meeting were reviewed and approved as written.

HSD Program Status

Ann Simmons gave an overview of the program that was initiated in November, including the shared principles established at that time. Some of the key principles are: an emphasis on service and “end-user” experience, movement toward shared services and away from shared employees, sharing of computerized applications or infrastructure only where compelling financial benefits are justified, data is shared between LUHS and LUC only when required and then data is secured, and applications and technologies will be generally classified as Enterprise or HSD specific. A detailed governance document was created to support the principles and activities of the working teams. The Information Services Content Review Team (ISCRT) is one of the 5 teams that report into the Shared Services Facilities Committee. The group’s primary purpose is defined by it’s charter: *Identify and recommend services, cost reductions, structure and preparation steps that are required prior to a July 2012 transition, and will identify the projects and issues to be addressed by July 2012 and beyond. "Working teams" will be assembled as appropriate.* Thirteen major sub-programs were created to organize the efforts and assist with governance. Each program has executive sponsors defined. Responsible parties for execution are being identified. Currently we are confirming the program structure and the scope of each project within. The detailed program is split or prioritized into near term (this year), medium term (2013) and long term (2013 and beyond). Approximately 12-15 items will be worked in 2012. Several items are already active such as: ID provisioning, construction initiatives, ECM for SSOM, Nursing and HR, security initiatives and Advance Web.

Security Surveillance (Camera) Policy

Dan Vonder Heide reviewed the Digital Surveillance Governance Policy and asked the ITESC for comments on the document and approval to proceed. Multiple people within Loyola have already reviewed including discussions with peer institutions. Several clarifications were made on camera placement. Budget must be built into new project costs, about \$3400-\$3800 for a new unit, not including maintenance. A refresh budget does not exist today and also needs to be established. Tom also added that there isn’t really a standard for what to cover. All agreed that this was not needed as long as the high traffic areas are covered. Tom suggested moving section E to the specialty section of the document. The key thing was to note that it is discretionary in nature. It was also suggested to list the exterior cameras. The laundry rooms and cafeterias will be moved to required/standard section. It was also decided to add language to section 8 to cover other areas as deemed critical or necessary as recommended and approved by the governance structure. The scope of other campuses was discussed. LUREC & Cuneo are in scope, JFRC is being discussed and will most likely be in scope, HSD is currently still a shared service being provided by Trinity and will be in scope in the future. We will need to establish some type of advisory board for the remote campuses. Kelly asked about “areas being monitored by” type signage and if that was being considered. Rob suggested an announcement/communication campaign be created with print/online materials available. Tom suggested we would look at this in the future. No other changes were identified. *Task: Modify the document as discussed during the meeting and send the revised document to the ITESC for review and the President’s Cabinet for approval.*



2012 Technology Briefing

The annual technology briefing was recently compiled by ITS. It is based on various industry standards regarding the general landscape and trends of technology changes within higher-ed and where Loyola is positioned within each technology. Highlights were reviewed by Susan including the following areas of interest: Educause Top 10 Issues, Cloud computing, technology ownership and usage for students, e-textbooks, mobile trends and usage, learning management systems, classroom technology, online programs, ECM, data warehousing, budget and funding.

Task: Report back specifics regarding Loyola's mobile app usage.

Meeting Wrap-Up

Susan solicited the group for any particular systems or applications members wanted an update on. The meeting adjourned at 3:40 pm. The next meeting is scheduled for April 25th.