LOYOLA UNIVERSITY CHICAGO
Preparing people to lead extraordinary lives

Attendees:

Area	Name	Status	Area	Name	Status
Academic Affairs	Chris Wiseman	Absent	Human Resources	Tom Kelly	In Attendance
Academic Affairs	John Pelissero	In Attendance	ITS/Facilitator	Susan Malisch	In Attendance
Advancement	Jon Heintzelman	In Attendance	ITS	Jim Sibenaller	In Attendance
Facilities	Phil Kosiba	Absent	Student Affairs	Fr. Richard Salmi	In Attendance
Finance	Bill Laird	Absent			

Welcome, Meeting Purpose & Agenda
The meeting commenced at 1:33 PM with a review of the agenda. Approval of the minutes from the May 1st meeting was deferred due to staggered attendance as a result of conflicting meetings in the President's Office.

Quarterly Meetings
The quarterly meetings held with key functional areas were discussed. Feedback from a number of members suggests that ITESC meetings and regular project communications serve an equivalent purpose. Susan proposed that the new Major Initiative status report published for the first time in May should be published on a quarterly basis and distributed to the regular attendees of the former functional meetings. John agreed and added that groups may need to meet on larger projects. All were in agreement to remove the quarterly meetings from the calendar in lieu of ITESC meetings and quarterly portfolio reports, and that ad-hoc meetings could be requested at any time. *Task: Remove the quarterly functional meetings from everyone's calendar.*

Project Prioritization – FY09 Q1-Q2
The prioritization packet and corresponding process was distributed. The process, tools and format of the project information remains unchanged from the previous prioritization exercise. The portfolio remains at a steady state. 52 projects were completed and 80 new projects came in; 57 of which are already started. It was also noted that all projects within the proposed plan of record have gone through an effort estimation/sizing exercise. Results are documented within the prioritization packet. Prioritizations are requested returned by June 30th. *Task: Complete the prioritization by 6/30 and present the draft POR and Rings of Excellence in the upcoming ITESC meeting on 7/24.*

Strategic Planning Reading Material
To further our efforts regarding institutional and technology strategic planning, several articles focusing on technology trends and impacts on higher-education were distributed. Of the five articles, two top reading recommendations are #1 & #3; Educause: Academic Analytics – A New Tool for a New Era and Educause: Top Ten IT Issues. Susan will share this same information with John Frendreis as background information for the LUC strategic plan. Susan also reviewed a list of potential strategic technology opportunities at Loyola. They are not intended to be prioritized or all-inclusive but serve as discussion points as we build our institutional goals. Jon asked about costs for these items. Susan said that specific costs have not been assessed at this stage and would depend on the direction of a given project. Susan asked that the group supply any additional items to the list for discussion. *Task: Document any future technology strategic items.*

Miscellaneous Items
The ITESC FY09 meeting calendar and known agenda items were reviewed. Susan highlighted that the Campus Solutions upgrade is scheduled to begin on 7/3 and complete on 7/11. Everything is currently on track.

The meeting adjourned at 2:05 PM.