

Information Technology Council Steering Committee



Information Technology Council Steering Committee Minutes		
Date: March 25, 2020	Time: 1:00pm-2:00pm	Location: Virtual - Webex
Type of Meeting: (Face to face, phone) Virtual	Duration: 60 minutes	Please Read: 02/21 Minutes Please Bring: n/a

List of Invitees: Derek Richardson (Chair), Jeffrey Hollingsworth, Marcio Oliveira, Ann Holmes, Axel Persaud, Jason Farman, Michel Cukier, Jim Zahniser, Jeffery Klauda, Jack Blanchard, Andrew Smith, Babak Hamidzadeh, Brad Paleg, Isabel Lloyd, Jun Chu, Kisley Parashar, Madelyn Forrester, Dana Nau, Gerry Sneeringer, Melissa Dressler

Topic / Agenda Item	Description	Lead, if relevant
1. Welcome and Introductions	Welcome and introductions	Derek Richardson
2. Approval of Minutes	Motion and second to approve. All approved, no opposed, no abstentions.	Derek Richardson
3. Working Group Updates	Administrative Systems - no formal meetings since the last meeting of this group. Staying closely connected. Infrastructure - Process improvement work done - will be looking to create an IT conference for campus. Security - No updates at this time. Learning - Have not had a meeting since the last meeting. Will be scheduling future meetings. Research - Have not met since the last meeting, but are still moving forward on proposals for DT3. We are taking recommendations and moving forward on the planning.	Working Group Chairs
4. COVID-19 Update	Response has been an all consuming task for DIT. Today, we started on week 9 of campus response. We have been developing a number of items on an accelerated time scale including Zoom and HonorLock. DIT has established virtual call centers which have new capacity developed to handle this response. First day of online instruction is Monday. Many efforts are ongoing today. Have developed a hub for instructors and students to find information and resources (keep-teaching.umd.edu). Laptop loaner program expanded to include other connectivity equipment.	Jeff Hollingsworth / Marcio Oliveria

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	<p>Keeplearning.umd.edu and keepconnected.umd.edu are both operational. Student Affairs created a webpage called keepconnected.umd.edu.</p> <p>Commended the planning and hard work of DIT in getting the faculty online and ready to teach.</p> <p>Many of the vendors of DIT are being very flexible to provide the support that we need.</p> <p>Although it has been very challenging, we have learned an amazing amount of creative ways that people are beginning to teach on campus.</p>	
5. ERP Update	<p>Selected Workday as our platform and publicly announced in February. Released a request for proposal to our selected implementation partners which were received on 3/18. Work continues to maintain the established timeline.</p>	Jack Blanchard
6. Task Force Updates	<p>Email Task Force - Focus Group sessions have been completed and comments/questions reviewed and compiled. Document in draft but will be provided to the IT Council by the deadline of 3/31 for initial review. ITC will then review and comment before 4/30 to provide suggestions to the CIO.</p> <p>Phone Policy Task Force - Advance draft of the rewrite of the phone policy is prepared. Will aim to have a formal document to the Senate from the IT Council before the final session.</p>	
7. Other Topics	No other topics raised.	
8. Adjourn	Meeting adjourned at 2:01pm	

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Action Items (rolling list, update each meeting)				
Action Item	Status	Notes	Due Date / Revised Date	Lead/Assigned To
Select policies for review during 2019-2020 year	Completed 11/26	Added 10/21	11/26	Assigned to all
Derek and Jeff to discuss and review policies for adjustment / deletion	Completed 12/18	Added 11/26		Derek Richardson / Jeff Hollingsworth
Establish Email IT Standard Task Force	Completed 12/18	Added 11/26		Michel Cukier
Upload ITC Minutes to website	Completed 01/12	Added 11/26		Melissa Dressler
Send email to committee for volunteers for Telecom Policy Review	Completed	Added 12/18		Derek Richardson
Vetting applications integrated with ELMS/Canvas		Added 01/15		Gerry Sneeringer

Attachments/Notes: