



**IT Executive Steering Committee
Meeting Minutes: April 5, 2007**

1. Agreed to general rules for conducting committee business.
2. Agreed to add the new position of Vice President of Research, Peter Alfonso, to the committee membership.
3. Agreed to add the Vice Provost for Academic Affairs, Lynn Pasquerella, to the committee membership. She presently serves on the steering committee as the interim Vice Provost for Enrollment Management. Once the Enrollment Management VP is hired, Pasquerella will continue attending as Vice Provost for Academic Affairs. (The new membership list appears at the end of the minutes as Attachment 1.)
4. Reviewed the IT projects and priorities presented at the meeting. (The list appears at the end of the minutes as Attachment 2.)
5. Discussed developing criteria for setting priorities. Some of the criteria the steering committee discussed that would aid in assigning priorities included the following:
 - a. critical systems that are in jeopardy of failing,
 - b. systems that are found to have significant security risks,
 - c. projects that would save the university money or add productivity,
 - d. projects that advance the university strategic plan, and
 - e. projects that have broad campus impact.
6. Agreed to consider adopting two or three broad goals or values for technology that would help guide priorities.
7. Agreed to receive input and recommendations from standing committees such as the WebCT, classroom technology, and web policy committees, along with special task groups and ad hoc committees such as the one on high performance computing and email/calendaring/collaboration software (some of which could become standing committees).
8. Agreed to review technology policies and guidelines, specifically agreeing that the computer use policy be taken up again, and charging the VP for ITS to propose to the steering committee membership for a new task group to develop a set of draft technology security/privacy guidelines for review.
9. Agreed to create an administrative software implementation committee. Bozylinsky and Weygand agreed to develop a proposed list of members for the steering committee to review and approve.