AGIT
Meeting Summary
August 2, 2012

Members Present: Chris Cooney, Dan Ewart, Rick Fehrenbacher, Nancy Krogh, Trina Mahoney, Steve Neiheisel.

Members not in attendance: Lynn Baird, Hannah Davis, Charlotte Eberlein, Robert Stone

Guest: Ben Hunter (presenting Library requests)

Process Review

The committee discussed and recommended clarifications and adjustments to the *AGIT Project Process Review*. Projects will be reviewed at each meeting and also added to the website. Individuals cannot approve their own projects. Specifics for the identified step of the process are noted below:

- **Step 2:** AGIT *representatives meet with project requestors* – The committee decided an IT person will always work with an AGIT Committee member or other user designee. An email will be initiated from AGIT to find a volunteer/nominee for the project, Steve and Dan will confirm the leads.
- **Step 7:** *AGIT analyzes AGIT Project Request Form* – Discussion and agreement that it is necessary that the review process be done in a timely manner.
- **Step 10:** *AGIT representatives document decision and meet with project requestors to explain decision* – There is no appeal process in the Review Process. If information is missing or additional information is identified, it will go back to #6 and go through the process again-- notes will be added to the website.
- **Step 15:** *AGIT documents decision, project and resources are prioritized* – All decisions will be documented and a review of resources will be included in the decision.
- **Step 16:** *Purchasing and General Counsel Review* – University Counsel and Purchasing Services have agreed to work with AGIT and refer projects that have not been approved to AGIT before processing.
- **Step 18:** *Project implementation and feedback* - AGIT needs to continue to track progress plus obtain feedback on their budget, service, etc. A draft recommendation of how to monitor and track on-going projects will be developed.

Project Requests

Three project requests were submitted and reviewed. They included:

- **TRQer (Registrar)** – TRQer is on-line tools for prospective transfer students to add and review their community college work in UI Degree audit system. It is an add-on product to our existing Degree Audit system which is itself an add-on to our Banner Student System The program does not capture/track personal supply personal information. Project proposal being completed and reviewed. On-going project with Brian Borchers as IT lead and Sharon Jemes as user lead.
- **Spring Share Lib Chat Service (Library)** – Approved unanimously. A subscription service for about $2,000/year. This service must serve beyond the internal community (i.e. public libraries) and therefore existing university –based chat services are not adequate.
- **Jump Box (Library)** – Approved unanimously. This is a request for an exploratory review only of an open source content management system and software that posts visual collection and provides search access. If it is determined that a purchase is desired, a new project request will be submitted.

Steve will follow-up and notify the Library of the approvals. All three projects will be included on the website when it goes live.

Communication Plan Update
Dan and Steve will add the Communication Plan to the Associate Dean's agenda and will include the same discussion at Presidents Cabinet and Provost Council at a later date.

Roundtable
- **BlackBoard update** -- Rick indicated that all classes have now migrated to the new version. Training and assisting faculty are top priorities as the semester begins.
- **IT Strategic Plan** – It was agreed that Dan would provide regular updates on the progress and activities related to the IT Strategic Plan. While much of that effort will be infrastructure and operational, this will allow AGIT to be aware of the efforts. If there are questions, concerns or issues with any efforts within the IT Strategic Plan, the project will need to go through the Review Process.
- **Security and Compliance** -- Nancy Krogh alerted the group to potential upcoming SBOE policy changes related to security and compliance g a change on compliance. Dan Ewart had met with Kent Nelson and G5 concerning the compliance on campus.
- **Review of Membership**
    - *Lynn Baird*, Research/Library
    - *Chris Cooney*, University Advancement
    - *Hannah Davis*, ASUI Liaison
    - *Charlotte Eberlein*, Center and Outreach Liaison
    - *Dan Ewart*, ITS
    - *Rick Fehrenbacher*, Academic Affairs
    - *Nancy Krogh*, Administrative Systems
    - *Trina Mahoney*, Budget & Planning
    - *Steve Neiheisel*, Enrollment Management (Chair)
    - *Robert Stone*, Faculty Liaison

Next meeting
September 6, 2:00 – 3:30 pm

These are summary notes of the general topics discussed and do not reflect all of the details

Summary submitted by Marilyn Pope, Administrative Assistant Sr.