Academic and Student Life IT Committee
Meeting Agenda
November 14, 2018 2:00pm-3:30pm McCann Centre, Room ED2030B (G.A. Hickman Bldg.)

1. Review of minutes
2. IT investment Proposal
   a. “Whole Person”- Graduate Admissions (for assessment)
   b. Enterprise Scheduling Tool (for assessment)
3. Other Business
1. Review of Meeting Minutes
   - Minutes approved

2. Investment proposals for assessment:

   - “Whole Person” Graduate Admissions
     - Andrew Kim provided an overview of the proposal
     - The proposal, at this stage is not being assessed as an IT investment, rather as a research/business requirements effort that will have a technology impact in future. The intention, once this piece of work is complete is; to leverage existing technologies for implementation.
     - The technologies listed in the proposal are examples of some of the technologies that could be leveraged. Detailed project planning would determine which technologies are suitable.
     - Action: Laura – Feedback for the coordinators; when reviewing proposals such as this one, if specific technology is referenced, ensure language used is clear. At the proposal stage, technology specifics and details are ‘proposed’ as detailed project planning will clarify technology requirements.
     - Benefits assessment – committee is in agreement with the proponent’s selections.
       - Noted that the Language surrounding Risk Mitigation and – Dependency for other services and products needs clarification – slightly ambiguous
       - Benefits and Potential – some discussion around leverage potential and what it means, again clarifying the language would be helpful.
       - Action: Laura – Feedback for coordinators, ‘leverage potential’ – tightening up the language ensuring more clarity around meaning for future assessments.
     - Proposal endorsed by the committee.

   - Enterprise Scheduling Tool
     - Laura provided an overview of the proposal
     - Question posed to the committee whether it is beneficial for the proponent to be at the meeting to present or answer questions on the proposal. Decision to not invite proponents agreed to at a previous meeting.
     - Action: Laura to bring feedback to the coordinators and revisit at a later date.
     - Question regarding conference services and whether or not the new software being implemented would be suitable for this purpose
• Action: Laura to discuss with coordinator for Admin Committee to ensure this is discussed as both areas would be represented at that meeting.
  o Steve Pennell volunteered to take part in the steering committee and or working group.
  o Action: Laura to communicate this to coordinator for the Admin Committee
  o Committee would like to ensure clarity concerning which spaces are included in the proposal (Academic, conference, meeting spaces etc.). When project planning begins, it will affect change management.
  o Committee highlighted that there seemed to be a gap between funding allocated and total cost of ownership. This will require clarification during project planning.
  o Recommendation from the committee; implementation should include development of a policy surrounding space booking for Memorial.
  o Proposal was endorsed by the committee.

3. Other Business:
   - Proposal assessments took entire meeting
   - Next meeting: January 16, 2019