IT Governance and Collaboration Council
Meeting Minutes
March 27, 2018 3-4:30pm A-5014

Attendees:  Mark Abrahams, Associate Vice-President (Research) *Pro Tempore*
Gary Bradshaw, Associate Vice-President (Finance and Administration), Marine Institute
Sean Cadigan, Associate Vice-President (Academic), Programs, Complement Planning and Development
Susan Cleyle, University Librarian
Steve Greene, CIO and Director of IT Services, St. John’s Campus (Chair)
Dave Miller, Director of Research Grant and Contract Services
Scott Porter, Associate Vice-President (Finance and Administration), Grenfell Campus
Alison Randell, Director, Information Management and Protection
Rosemary Thorne, University Access and Privacy Officer, Office of the CIO
Carol Tibbo, Director of Operations, Office of the Vice-President Finance and Administration
Paul Tucker, Chief Operating Officer, Faculty of Medicine
Robert Wells, Director (Interim), Centre for Innovation in Teaching and Learning
Sarah Arnott, Manager Strategy, Liaison and Planning, Office of the CIO

Regrets:  Jennie Massey, Director of Student Life
Thomas Nault, University Registrar

Attachments:  *none*

1. Review of minutes
   a. Motion to approve made by Gary and seconded by Mark

2. January 31st workshop debrief
   a. Feedback received was positive

3. Committee meetings update (from chairs)
   a. Core IT and Security (Steve)
      i. Reviewed draft proposal template and two proposals submitted by ITS: “work from home” pilot (technology component) and softphone initiative
      ii. Reviewed terms of reference and developed an agenda template with set items
      iii. Reviewed the IT inventory and active project list for feedback and input
   b. Research IT (Dave)
      i. Reviewed terms of reference
      ii. Reviewed and discussed inventory and the types of research IT investments that would flow through and for what purposes (e.g. information vs. improved planning); committee members will provide input into inventory
   c. Academic and Student Life (Rob)
      i. Representation was okay but no students attended so this will be addressed
      ii. Reviewed inventory and identified the gaps; members will contribute input
      iii. Discussed the prioritization of proposals and the committee felt it didn’t want to focus on that part of mandate; instead they’d rather focus on “value add”
iv. Members want to develop a set of guiding principles for evaluating/discussing IT investments in Academic and Student Life (e.g. accessibility)

v. It was noted that preparation before/in-between meetings will be required

vi. Committee decided to meet more frequently (monthly)

d. Administrative Services (Gary)
   i. Reviewed the IT Inventory and members will provide input; there was discussion around the overlap of student-focused administrative systems – these will be discussed in both the Academic and Student Life and the Administrative Services committees
   ii. Reviewed the list of current IT initiatives; members would like to see expected end dates for each initiative
   iii. Reviewed IT Investment Proposal draft; members recommended its adoption and they will begin using it for new proposals at the next meeting
   iv. Members want to take an active approach where it will be expected that there will be work completed in-between meetings

4. Committee chairs
   a. Academic and Student Life
      i. Rob is retiring
      ii. It was recommended that Janet Bangma, Associate Librarian replace him as chair of the Academic and Student Life IT Committee; recommendation was accepted by Council

   b. Core IT and Security
      i. Steve has taken on the new role of CIO in addition to the Director of IT Services
      ii. It was recommended that Alison Randell, Director Information Management and Protection replace him as chair of Core IT and Security Committee; recommendation was accepted by Council

5. Investment proposal template
   a. Discussion around the value this information will provide to planning efforts
   b. Decision to adopt the draft template and review for improvements as required
   c. The criteria for reviewing proposals will be discussed at the next meeting

6. IT Inventory
   a. This is a work in progress and will continue to be developed

7. Current IT Projects List
   a. The following suggestions were made
      i. Add a column to indicate whether it’s been reviewed by the Council
      ii. Include stage (e.g. under review, approved, in progress, complete), % complete, notes, expected end date, approximate cost
b. Discussion around should we indicate the priority of an initiative? Decision: this can be indicated in the “Notes” column (e.g. required for compliance, mandatory, etc.)

8. Other business
   a. It was suggested that each committee have a virtual space for collaboration (e.g. sharing and reviewing proposals, etc.)

9. Next meeting is 3-4:30pm June 5th, 2018