1. Review of previous minutes – Minutes were approved

2. Change to ITGC criteria
   • Council decided in January to update the criteria used to determine which IT investments need to flow through governance such that duration of work is no longer a factor, and anything requiring a risk assessment (vulnerability assessment, cloud assessment or privacy assessment) must flow through governance.
   • Criteria are listed on Memorial’s IT governance website (www.mun.ca/cio/governance)

3. ITGC Portfolio Update
   a. Proposals assessed in January/February
      o Research IT: Animal Care System
      o Research IT: Romeo Cloud Migration
      o Core IT and Security: Multiplan Campus Card Upgrade
      o Expedited investment: Department of Physics Server Recovery

   b. Active Research Projects – Status
      o DataVerse – Library working on Service Level Agreement and Cloud Assessment with Scholar’s Portal
      o Romeo Cloud Migration – RGCS working with the vendor on Cloud Assessment
      o Animal Care System – RFP under development

   c. Current Active IT Investments Overview
      o Academic and Student Life: 9
      o Administrative Services: 15
      o Core IT and Security: 18
      o Research: 4
Research IT Committee  
Meeting Minutes  
March 12, 2019 2:30pm-4:00pm

- Reviewed list of all IT investments on governance website (https://www.mun.ca/cio/governance/active-it-investments.php)

  d. Discussed Cloud Assessment process  
  **Action:** Cathy send Cloud Assessment template to Research IT Committee

4. OCIO Research requests
   - A sample of research-related IT requests received by OCIO in the last few months was discussed
   - Most requests relate to data sharing, data storage or data backup
   - Committee members see a need for these services within their faculties and departments
   - There is no service provided to meet these needs at Memorial right now however, OCIO has recently been discussing whether functionality associated with Office 365 and/or ShareBase will meet researcher’s needs, one researcher will be piloting both Office 365 and ShareBase in the next few weeks.

5. Non-administrative Research IT investment review process
   - Reviewed draft Non-administrative Research Investment Proposal template. It is much simpler than the IT Investment Proposal requiring only description of IT need, constraints and checklist
   - Discussed how best to solicit Non-administrative Research IT Investment Proposals
     - Process should be optional, it shouldn’t be onerous on researchers
     - In some cases the grant proposal stage may be too early to require an IT investment proposal since many grant proposals are not successful however, time of award is too late
     - Would be best to go through Grant Facilitators, if grant proposal has nonstandard IT requirements Grant Facilitators should work with Cathy Hyde to determine whether IT investment proposal is required

6. Other Business – none

Next Meeting: May 14
IT GOVERNANCE AND COLLABORATION RESEARCH IT COMMITTEE

March 12 2019
Agenda

1. Review of minutes
2. Change to ITGC criteria
3. ITGC Portfolio Update
   a. Proposals assessed since last meeting
   b. Active Research projects
4. OCIO Research requests
5. Draft investment proposal template for non-administrative research investments
6. Other business
Change to ITGC Criteria
Original Criteria for IT investments

1. Requires more than 20 person days of effort from Office of the CIO resources
2. Requires integration with core university networks and/or infrastructure
3. Requires data and/or system integration, and/or sharing of data between multiple campuses, units, communities and/or systems
Updated Criteria for IT investments

1. Requires integration with core university networks and/or infrastructure

2. Requires data and/or system integration, and/or sharing of data between multiple campuses, units, communities and/or systems

3. Requires a risk assessment
   - This could include a Cloud Assessment, Privacy Impact Assessment and/or vulnerability assessment
ITGC Portfolio Update
IT Investment Proposals - Assessed

Research:
1. Animal Care System ✓
2. Romeo Cloud Migration ✓

Core IT and Security:
1. Multiplan Campus Card Upgrade ✓

IT Investment Proposals - Expedited

Core IT and Security:
1. Department of Physics Server Recovery
Active Research Projects

• DataVerse
  ➢ Library working on Service Level Agreement with Scholar’s Portal
  ➢ Library working on Cloud Assessment documents

• Romeo Cloud Migration
  ➢ Cloud Assessment underway

• Animal Care System
  ➢ RFP being developed
Active IT Investments - Summary

Active IT Investments by Portfolio (46 Total)

- Academic and Student Life: 9
- Administrative Services: 15
- Core IT and Security: 18
- Research: 4

March 12, 2019
OCIO Research Requests
Recent Research IT Requests

- **Data Sharing**
  - Ability to share docs between researchers and students

- **Data Storage**
  - Storage options for research projects, preference for cloud
  - Data ranges from 10 GB to over 2 TB

- **Data Backup**
  - Different needs re: backup frequency and access (i.e. on and off campus)
Completed proposals should be sent to itgc@mun.ca.

For more information, contact Cathy Hyde, Research IT Committee Coordinator, Office of the CIO at 709-864-3059 or cathy@mun.ca.

<table>
<thead>
<tr>
<th>Requester Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Department:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

Description

RESEARCH IT NEED

Consider things like why this is needed; how user’s experience will be different; what are the benefits; what does success looks like. [200 Words]

CONSTRAINTS

Critical dates, availability, budget, regulations, etc. [2-5 bullets]

CHECKLIST

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Ethics approval received</td>
<td></td>
</tr>
<tr>
<td>☐ Data management plan complete</td>
<td></td>
</tr>
<tr>
<td>☐ Access agreement/contract in place</td>
<td></td>
</tr>
<tr>
<td>☐ Funding secured for implementation of IT service</td>
<td></td>
</tr>
<tr>
<td>☐ Funding secured for ongoing operational costs</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>
Office of the CIO Review

*To be completed by Office of the CIO representative.*

**DESCRIPTION**

*Technical comments about the feasibility of the proposal, system or data integration considerations, implementation resources required, support/maintenance requirements, and any known technical risks or benefits. (100 words)*

<table>
<thead>
<tr>
<th>Reviewed by:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
</tbody>
</table>