Attendees: Alison Ambi, Alison Farrell, Todd Farrell, David Miller, Kyle Nickerson, Marlies Rise, Craig Squires, Aimee Surprenant, Reza Tabrizchi, Kelly Vodden, Cathy Hyde

Regrets: Ahmad Alkasasbeh, Steven Carr, Claude Daley, Kelley Santos

Attachments: March 13 Research IT Committee minutes – Research IT Committee Minutes 2018-03-13
IT Investment Policy Draft – IT Investment Policy DRAFT 05-02-2018.docx
Dataverse Instance Investment Proposal - IT Investment Proposal – Dataverse (002).docx

1. Review of minutes
   a. Minutes were reviewed and approved
   b. Action item for Reza to obtain status update from Animal Care building Steering Committee was complete

2. Review Draft IT Investment Policy
   a. Draft IT Investment Policy is now available for consultation
   b. **Action:** All Committee members review the draft policy and direct any comments or feedback to policyoffice@mun.ca or Cathy Hyde by June 19

3. Review Dataverse Instance IT investment proposal (draft)
   a. Discussed whether this proposal should have gone to Core IT Committee prior to Research Committee. Agreed Research IT Committee should review it first.
   b. Potentially there could be a role for grants facilitators in governance framework
      i. **Action:** Cathy work with Grants Facilitation office to define this role
   c. In order to properly assess the proposal, Research IT Committee needs cost and work effort estimate
   d. Intention for Dataverse Instance being proposed is to provide a solution for *some* tri-council data, not all, however, this is not clear
      i. **Action:** Cathy set up meeting with Alison Ambi, Alison Farrell and Craig Squires to update proposal such that it is complete and the intention is clear
   e. The following suggestions were discussed for proposal template:
      i. Change “Funding Source” to “Funding Available/Likely Sources”
      ii. Include a reference to privacy considerations
      iii. “Technical Assessment” section should be updated because it looks like it should be completed by Office of CIO rather than the person submitting proposal
      iv. **Action:** Cathy work with ITGC committee coordinators to update proposal template

4. IT Inventory Feedback
   a. Inventory items were received from Medicine (Reza), CCCS (Marlies/Brent Myron)
   b. Significant number of research applications are missing from inventory
      i. **Action:** Kelly Vodden work with Grenfell Campus to identify items that need to be added to the inventory
i. Action: Cathy work with ITS departmental liasons to identify items that need to be added to the inventory

iii. Action: Cathy reach out to associate deans to identify items that need to be added to the inventory

Next Meeting: September 11