Members Present: Casandra Cox, Paul Cronan, Norman Dennis, Linda Fast, Miran Kang, Frank Liu, Chris McCoy, Doug Miles (Provost Designee), Polly Parnell, Cheri Poellot, Jeff Pummill, Joe Scribner, Randy Thompson, Teresa Waddell

Members Absent: Scott Biehle, Garrett Jeter, Beth Juhl, Derrick Mears, Eric Roberts, Mandel Samuels

Visiting Sub-committee members: Paige Francis

2:02 p.m. - Meeting Called to order by Chairman Frank Liu

Motion, second, and approval of minutes for May 4, 2017 meeting

Quick review year in review from the Chair

- Today we have new members appointed to serve on the council.
- 2nd Retreat was held in August for review and planning.
    - Identify issues
    - Determine direction
    - Work through employing Governance workflow

Governance Workflow

Introduced for the first time last year by the subcommittee for IT Governance. Overviewed at August 2017 retreat. And final overview at September 2017 meeting ahead of a vote to implement.

Ahead of official vote the council asks

1. How does a project enter the workflow?
   - Listen for mechanisms that allow for this:
       o Via the CIO
       o Subcommittees can bring requests forward to the council
       o Surveys results
       o The council can request items be added to the agenda

2. Should we amend the model? Yes
   - Yes, by removing colleges and inserting broader terms of campus stakeholders and campus units.
   - CAC Chair and CIO will accept agenda items with the recommended adjustments.

3. How do we renew visibility of CAC?
   - By beginning our work using the model we then build momentum and demonstrate outcomes. Understand that the council will not be operational at 100% day one but will be achieved through completed work.

Motion to adopt the Governance workflow with amendments was seconded and approved with 12 voting members present of 20.

Classroom Technology Committee Report – Miran Kang

- Minimum Standards - Survey results from classroom technology minimum standards were finally discussed.
- Met with Jean in Registrar – you can see all of our classrooms and a myriad of valuable detail
- Classroom technology is available, the GAP is communication and how best to request the technology that they need.

Some changes already made:

- Augmented Support in Fulbright
- College of Ed changing of the screen

Next steps:

- Recommending to write a draft to email instructors and faculty who responded to the survey – Draft now, and what the timing should be.
- Communications must go through Provost Office

The goal is to present this recommended standard to proper groups for approval so it can be adopted broadly. To do this we need the final recommendation for the minimum standard submitted to the council and to put a timeline on this work and send it through the Governance process.

Action Item: Define the minimum standards for general use classroom. 1st Draft of recommendation to be submitted by October CAC meeting.

Survey & Website Updates– Teresa Waddell

Work remains to be done with help for larger committee. Engaged Ling Ting for Qualitrics, Sam King – Technology Innovator for Campus for knowledge and expertise with surveys, engaged Educause contacts for survey assistance.

The Survey is a high impact item by the council. It shows that CAC cares about IT service quality and IT infrastructure on campus. Done right it can be a source for the council's action items. Preliminary questionnaire next meeting and work with the committee chairs on this first step.

Council agrees we should make use of website for gathering big ideas.

Sharepoint site will be migrated to a new Sharepoint Online site in the near future with the help of ITServices.

First 3 tasks to start the process of Governance Workflow.

> *Important Note: Each committee is advised and encouraged to reach out for help and interact for experts on their tasks.*

> *Committee Item #1*

> *Assigned to: Infrastructure Sub-committee*

> *Topic:*   *General Cyber security policy*
> *Origin:*   *From Chancellor and Admin level*

> *Scope:*   *This is a general response on Cyber security that was prepared and presented initially in August from the Chancellors level in response to both existing Board and UA policy.*

> - *Review and formulate a recommendation to move it along in the governance process.*
> - *Before next CAC monthly Meeting on Oct*
> - *Next step is take the Cyber security committee to review the recommendation for adoption*
> - *Move to faculty, staff, and student for questions/comments.*

> *Notes:*   *Eric Roberts and David Bruce not present– Need to be engaged for taking on this recommendation.*

Committee Item #2

Topic: *New Password Policy*

Origin: *Security*

Scope: *Policy draft for passwords that comply with NIST. Clear Policy needed for technical staff and internal auditors.*

- *Review and formulate a recommendation to move it along in the governance process.*
- *1-2 months of work*
- *Be prepared to provide a status update at the next CAC monthly Meeting on Oct*
- *Work with new CISO Alan Greenberg*
- *Next Steps Move to faculty, staff, and student for questions/comments.*

Notes: *Council commentary "All for easier but also for secure if not more secure."*

Committee Item #3

Topic: *Index/Cataloging/Inventory software campus wide*

Origin: *IT Directors*

Scope: *This is a general inquiry about installing software on University-owned desktops and laptops to capture software inventory deployment and usage so that we can be more efficient with licensing budgets and broaden access to commonly used applications.*

- *Review and formulate a recommendation whether or not to move it along in the governance process.*
- *There may be privacy concerns related to this. This should be discussed by the stakeholders.*
- *General focus on the tool would be collecting software inventory from desktops and laptops to include Windows, Apple, of only university owned equipment.*
- *Note: generally, inventory control at the University is tracking to check for these types of technologies.*
- *Positive mission:*
  - *Broaden the access and delivery to commonly used software.*

2:51 p.m. Meeting adjourned.

Minutes Respectfully Submitted: Teresa Waddell