Information Technology Coordinating Council (ITCC) Meeting Minutes

October 18, 2007


Absent: Pamela Beemer – Human Resources, Frank Cervone – University Library, Coleen Coleman – School of Education & Social Policy, Steve Green – Athletics Office, Rene Machado – School of Music, Rick Morris – School of Communication, Douglas Troutman – Medill School of Journalism, Rita Winters – School of Law, Ken Woo – School of Continuing Studies

Guests: Brian Druley – Student Affairs (representing Sheila Driscoll), Laura Koepele-Tenges – Provost’s Office (representing Jean Shedd), David Kovarik – Information & Systems Security/Compliance, Michael Moody - Audit & Advisory Services, Dan Volocyk – Office for Research (representing Frank DiSanto)

General Updates – Patricia Todus, Information Technology:
Research and Administrative Computing Committee:
Ms. Todus reported the formation of a new committee, the (Research and Administrative Computing Committee) RACC. The committee of researchers and school and central administrators held their first meeting on October 8th. The discussion focused on expansion of the Evanston data center. We are hopeful that in the next year we will have expanded our Evanston data center. Ms. Todus said that departmental servers in the data center will be funded centrally. She said that there are also two research clusters in the Evanston data center, Social Science Computing cluster and the system server cluster for Vicky Kalogera. Mort Rahimi added that there is a tremendous desire to find a home for larger systems.

Mr. Matijevic asked if there is a server virtualization process. Ms. Todus stated there virtualization is in process and those interested should contact Dana Nielsen or Tom Halloran in NUIT Computing Services.

Mr. Matijevic said that the Office of Alumni Relations & Development is thinking of the budget prospective and wonders how this will work with the virtualization strategy. Ms. Todus said there is no charge for servers in the central data centers and asked Jim Hurley to elaborate.

Mr. Hurley stated that a small group comprised of Mort Rahimi, Patricia Todus, Jean Shedd and Ron Nayler began meeting on a regular basis to review the data center requirements. During this process, it was determined that charging current participants was no longer a necessity. He said that adding any new clients will be limited this year because of the issues noted.

Business Intelligence Strategy Status
Ms. Todus said that she will be meeting with Jake Julia later this afternoon and should have a decision today on a BI Manager. She said, with the BI team in-place, there will be a standard methodology deployed throughout the University. Ms. Stafford asked about ERP and the school delivery model. She would like to know what reports are available in Project Cafe vs. what
schools will need, and how to avoid replicating data. She suggested there should be focus on organizing enterprise data more efficiently to create a better foundation.

David Kovarik – Information & Systems Security/Compliance and Michael Moody – Director of Compliance Audit and Advisory Services Presentation: e-Discovery – The Northwestern Approach (see handout)

Mr. Kovarik explained changes to Federal rules of civil procedure concerning the discovery of electronically stored information (ESI), which became effective December 1, 2006. He said NU has formed an Executive Committee whose members are Tom Cline, Betty McPhilimy, and Patricia Todus, and a Workgroup composed of Amy Mayber, Mike Moody and David Kovarik to address e-Discovery.

Mr. Kovarik explained that e-discovery is any process in which electronic data is sought, located, secured, and searched with the intent of using it as evidence in a civil or criminal legal care. He said that NU is in the process of engaging a firm to assist in inventory. They will visit everyone to determine where data repositories are located.

Mr. Kovarik said the records retention policy is in review. The University is moving toward preparing e-discovery protocols and guidelines to ensure and appropriate a defensible response to litigation. He said the design of a repository is well defined and believes this will eventually change the way we execute business issues. He told the committee that email is only resident until it has been opened and read, therefore, there is a need for a much larger storage capacity. He said the process also involves the Office of Research, who will identify common repositories.

Member Roundtable:

Paul Matijevic – Office of Alumni Relations & Development
Mr. Matijevic told the committee that the Office of Alumni Relations & Development are following the recommendations of the Deloitte & Touche Audit. They are backing up their email and enforced individual login, and are no longer sharing logins.

Brian Peters – University Services
Brian Peters said the Chicago Parking Office systems are being updated and they are eliminating a single point of failure. They also are working to have the Chicago Athletics location on line for the Chicago NU community.

William Hayward – Administration & Planning
Mr. Hayward told the committee that the Institutional Research website has always been open to the public. He said they are looking at securing areas of the website; piloting this for the Student Surveys Planning Group. He said this will enable them to share sensitive material; including survey data and reports. Access is via NetID authentication, setup by with the assistance from NUIIT and Web Communications. The goal is to more easily provide access to reports and data to the appropriate people on campus. He said they are looking at ways to deploy security in other areas of their website.

Brian Druley – Student Affairs (representing Sheila Driscoll)
Mr. Druley told the committee that Student Affairs is working on a lab information system and radiology system. They are also working with Athletics to give trainers access to the system. He said there is discussion to allow outside clinical labs and tests to interface with the system. He said working with patients will be the final piece.
Ingrid Stafford – Office of Financial Operations
Ms. Stafford discussed Emergency Planning. An outdoor siren with annunciator will be in place by January, 2008. They have taken the first steps to provide a system for mass notification by text and phone messaging by having students enter emergency telephone numbers in the University system by winter pre-registration.

She said the Emergency Management Director recruiting process is underway. This position will report to Bruce Lewis, University Chief of Police.

Ms. Stafford advised the committee that the Business Continuity Plan templates have been sent to schools. The ERP core systems are being assessed for recovery.

Ms. Stafford discussed E-Commerce; she said PCI requires you to provide security for all credit card transactions. The Office of Financial Operations is going through a second audit of NU users. She said the bigger question is if we continue to do this internally, or explore outsource options. She said there is one outsource already in place for meeting/conference registration available from the Bursar’s Office. She stated that the goal is to achieve a balance by providing services and at the same time, manage the e-commerce side.

Michael Besancon – McCormick School of Engineering and Applied Science
Mr. Besancon said that McCormick School of Engineering and Applied Science is transitioning from New Horizons to InfoEd, bringing in MEAS tracking systems.

Daniel Volocyk – Research Operations
Mr. Volocyk said Research Operations is re-designing their websites. He said that Lab safety system is at 50% through development; and that the Human and Animal Research systems should be completed by the end of the fiscal year.

Cathy Grimsted – Weinberg College of Arts and Sciences
Ms. Grimsted told the committee that WCAS is reviewing tenured and lecturer recruiting systems.

Simon Greenwold – The Graduate School
Mr. Greenwold told the committee that SES / NUIT are working with The Graduate School to streamline the workflow to improve the processes by which graduate students are entered into the SES and HRIS systems and are paid. The first part of this project is an attempt to improve the processes for loading health insurance subsidization; this first step will serve as a proof of concept for the next steps.

Mr. Greenwold said TGS has developed a web-based data repository of program statistics regarding admission selectivity and yield, enrollment management, and soon, placement and peer assessments. Data is available to program leadership via password protection linked to the online directory.

Simon reported that Bill Rhett is working on CV initiatives for all doctoral students to establish their own URL. Essentially, students will log in to the TGS site and populate fields for their own URL/online CV and this page, once complete, will ink to the graduate student page of their program's web site.
Rebecca Cooke – Feinberg Medical School
Ms. Cooke said that the RACC committee summary was distributed to the Dean’s Committee and the feedback was extremely positive.

Next Meeting:
Thursday, January 24, 2008
9:00 – 10:30 AM
Rebecca Crown - Hardin Hall