Administrative IT Governance Committee Minutes
April 14, 2016

Members:
M. Tramonte (Finance) X
R. Miller (IT) X
E. Fernette (HR)
C. Wooldridge (IT) X
O. Mikhail (Strategic Planning)
K. Dillon (COO)
C. Figari (Aux. Ent.)
W. Stewart (Facilities) X
A. Casas (UTP)
S. Glazier (HCPC) X
K. Kaplan (Public Affairs) X
R. Emery (Safety)
E. Solberg (Research) X
R. Gerwitz (UT Police)
S. Perez (SON) X
N. McNiel (MS) X
D. Ryan (SPH) X
J. Morrow (SOD) X
M. Valladolid for P. Bruesch (GSBS) X
R. Bien (SBMI) X

Guests: Teresa Deis, Bassel Choucair, Kevin Granhold, Krishna Kadiyala

1. MSIT Procurement System (15 minutes – Bassel Choucair)

Bassel demonstrated the MSIT Procurement system which was developed by the Medical School and used for all information technology procurements in the Medical School, the School of Nursing and UT Physicians. Other areas use e-mail to gather information and obtain the appropriate levels of approval. While the e-mail approach works, the MSIT Procurement System applies a level of rigor to ensure that all documentation is gathered and all approvals have been applied before the information is sent to Procurement for processing.

Discussions of note:
- The process begins with a departmental requestor initiating a request to procure information technology. Supporting documentation can be uploaded and attached.
- The request is routed through various areas for approvals. Additional documentation and forms can be uploaded and attached as the various areas, like IT Security and Medical Equipment, add their approvals.
• Once the highest level of approval is applied (varies by the size of the procurement), the information is sent to the Med School Procurement Office for processing.
• Since the system was built for the Medical School, it would require some modifications to support other schools including:
  o Workflows for IT procurements
  o Approval levels
  o Supporting documentation required
• The Procurement Office finds this system very helpful.
• If widely adopted, a support model would need to be defined. This could become a centrally supported application or remain with one or more schools. Both models have been used in the past.
• The SPH seemed the most interested in the MSIT Procurement system. Bassel will follow-up with Krishna Sankhavaram.

2. Discussion of the SON implementation of the Campus Solutions Advising/Planning Module (15 minutes – Teresa Deis)

   Teresa provided an overview of the School of Nursing Enrollment Forecasting project. The first phase of the project focused on the BSN Pacesetters program and reconfiguring the academic advising requirements to fit the four semester, lock-step program. A query of “unmet” requirements was then produced and exported to EXCEL where a pivot table could be used to provide counts of students by class to forecast the class enrollments for the next semester. Phase two of the project will focus on the Masters programs and how to incorporate the same forecasting process.

   Items of note include:
   • The requirement tracking and enrollment forecasting process was reduced from several weeks of preparation to 8 – 16 hours.
   • The advising process was improved to include automated holds and communications to students when an insufficient grade or requirement was unmet.
   • Students are now able to view their academic requirements status and enroll directly from their academic requirements.
   • Students are able to use the Planner functionality to plan their classes for future semesters.

3. Updates on what is coming up for our administrative systems in the near term (10 minutes – Connie Wooldridge)

   Connie provided a brief update on the Campus Solutions project (RFP phase). Time did not permit covering updates for other Admin Tech areas. The attached document was distributed as a handout.

4. Other Upcoming Projects:
   a. Printer Management

     We received approval to move forward with a managed print service for Administration, the School of Dentistry and the School of Nursing. As of this meeting, the funding has not been received and it has not been decided how
costs for printers, central servers, software licenses and suppliers would be allocated (central or department/school).

Managed print services reduce costs by:
- Providing information on how printers are utilized so that the appropriate capability can be provided where needed.
- Managing print quality to ‘Draft Mode’ to reduce toner usage for e-mail and other types of documents where higher quality print is not needed.
- Reducing the types of printer cartridges needed by reducing the types of printers (to three in our case) and consolidating toner inventory at the school level rather than each department keeping their own. Support staff will receive automated notices so that a toner cartridge can be delivered before the old one runs out of toner.

Managed print services can improve efficiency by:
- Allowing staff to use any available printer with their employee badge or userid.
- Automatically deleting duplicate copies of the same print job.
- Improving security of confidential documents because they cannot be printed on a shared printer without the use of a badge or userid.
- Providing a single printer driver for all printers.

b. Windows 10
Windows 10 is being tested with the over 200 applications that must be compatible with it. Testing should be completed in June 2016. The current version of ImageNow for PeopleSoft FMS does not support Windows 10. The new version cannot be rolled out until the fall of 2016. In the meantime, Windows 10 can be rolled out in areas where the required applications are tested and working. The first wholesale deployment of Windows 10 will occur at the School of Dentistry in the summer. General Administration will receive new equipment with Windows 10 beginning in January 2017. Other areas will be deployed as equipment is replaced.

c. Alertus?
This was not discussed. This is a system that would send alerts to desktops and laptops on the network. It is in the early discussion phase.

5. Future topics (Are there others? Which are of the most interest?)
- Annual Activity Report (SPH) – July 2016 Meeting
- Data Governance
- Forms capability being developed at the SPH
- Status of Ad Astra scheduling system
- Changes in accounting guidelines for leased property like PC’s
- Interest in building access systems which has been discussed by UT Police
- IT capital budgeting and maintenance budgeting for the campus
If you think of topics of interest, please send me an e-mail and I will add it to the list. We will solicit your feedback on topics prior to the meetings.

6. Next Meetings:
   - July 14, 2016
   - October 13, 2016