LOYOLA UNIVERSITY CHICAGO

Preparing people to lead extraordinary lives

Attendees:

Area	Name	Attended/Absent	Area	Name	Attended/Absent
Academic Affairs	Sam Attoh	Absent	HSD	Steve Bergfeld	Attended
	David Prasse	Absent	President's Office	Tom Kelly	Absent
	Patrick Boyle	Absent	HR	Winifred Williams	Absent
Advancement	Fr. Justin Daffron	Attended	ITS/Facilitator	Susan Malisch	Attended
Facilities	Kana Wibbenmeyer	Attended	ITS	Jim Sibenaller	Attended
Finance	Rob Munson	Attended	Student Development	Jane Neufeld	Absent
Finance	Andrea Sabitsana	Attended	UMC	Kelly Shannon	Attended

Welcome, Meeting Purpose & Agenda

The minutes from the September 28th meeting were approved as written. The agenda will include ITS Project Prioritization and the ITS Scorecard. The Personally Identifiable Information Program review will occur at a later date when all members are present.

ITS Project Prioritization

Jim gave an overview of the Plan of Record. In June the project count was at 209 and as of today it stands at 258. A number of XL projects were completed. New project requests were down from 75-80 to 49, Jim mentioned this same sort of reduction in projects occurred about two years ago. The Project Prioritization worksheet is ranked by the PRB (Project Review Board) then reviewed by the ITS Leadership team before being presented to the ITESC. Susan advised she had previously reviewed the prioritization worksheet with Tom Kelly and David Prasse knowing they were unable to attend today's meeting. They both were in agreement with project list. Susan gave a summary of the projects. The Online Performance Management project is an HR priority to build an online performance review process and retiring the manual form. The Exam Proctoring (currently in pilot status) is an online education enhancement for students who are taking exams for an online course, to ensure the student taking the exam in indeed the student. The FIS (Faculty Information System) is being upgraded to support the evolving needs of the Faculty Administration staff. The Wellness Center is adding a module that will allow prescriptions to be electronically sent to the pharmacy. Conference Services is currently evaluating options to replace their current solution. The Advancement projects are pending Campbell and Company's final report on recommendations. The Space and Asset Management project will have a report on the assessment by mid-January. Susan advised while the Loyola Alert is a B level project and is not on the priority worksheet, Greg Pritchett is taking the lead and is currently working on a solution to create a sub list of the leadership teams across the University for alerts regarding non-emergency issues. There was further discussion and the ITESC did approve the recommended ranking of the Project Prioritization worksheet.

ITS Scorecard

The Scorecard is an exercise done once a year by the ITS Leadership team to offer a subjective rating of the general health of technology supporting particular functions and areas. The exercise is led by the ITS leadership team followed by consultation and input from the appropriate functional groups to reach consensus on the scorecard ratings and observations.

Susan called out a few of the categories and gave the following explanations of changes to the current state. The Security Surveillance System will invest in a system upgrade for video storage rather than new cameras. The demand for RESNET services has been declining the last few years. The devices and technology continue to grow but the demand for support services has not grown. The Loyola Mobile App has additional features that have not yet been activated; there is a meeting with Student Development to solicit feedback from students to determine their needs and what they would like to see. The emergency notification health declined due to the University operating under the voluntary sign up for Loyola Alert. Mail Foundry or "junk email" management will be replaced by ProofPoint over the winter break. Steve mentioned the mobile "dead zones" at HSD have decreased. The transition from VPN to Loyola Secure Access is still not at 100% user satisfaction. Jim believes the next new release should continue to improve the experience. Susan explained the power outage this past fall was due to older UPS Batteries. A refresh program is being considered to replace these batteries as needed. Two members of the Infrastructure Services team are retiring. The strategy is to reallocate one of the positions focused on construction and networking projects to a full time DR and Enterprise Architecture position. Contract Management is an area that ITS continues to invest in and improve.

Other Discussion points

Kana mentioned a meeting to discuss requirements for the School of Engineering looking for lab space to accommodate several 3D printers. CFSU is the location being considered for this need.

Steve would like Susan and HSD Budget team to review and establish a PC Refresh program for the HSD campus.

Scorecard suggestions: Specify what has not been reviewed and which categories are specifically Lakeside categories.

Respectively submitted by;
Sondra Heine