IT Governance Committee Meeting
September 29, 2010  9:30-11:00am

Attendees:
• Martin Schmidt
• Marilyn Smith
• M. Frans Kaashoek
• Claude Canizares
• Armand Doucette
• Dan Hastings
• Israel Ruiz
• David Segaloff

Guests:
• Mary Callahan – Registrar
• Eamon Kearns – IS&T Education Systems Assoc. Dir.

Agenda
• Review and Approve IS&T Strategic Priority Projects
• Review and Approve the Education Systems Roadmap
• Discussion

Highlights of the discussion:

ITGC Website
• The IT Governance Committee website has been developed and is in production. The website can be accessed at http://web.mit.edu/itgc/. The website is unrestricted and contains information about the IT Governance Committee, its membership, meeting schedule, meeting minutes and materials.

Review and Approve IS&T Strategic Priority Projects
• We reviewed the front page of the IS&T Strategic and Operational Plan FY11 – FY13 calling attention to the MIT Planning Task Force Ideas section and the IS&T Strategic Priorities.
- We reviewed the IS&T Strategic Priority Projects. We chose to highlight these FY2011 projects because they have high customer impact and they move IS&T and the Institute toward its strategic priorities.
- Each roadmap will contain both business and technical components. The ITGC can help to ensure that the infrastructure components support the application needs, dependencies, linkages and overlap.
- Roadmaps are being developed for the Administrative, Data Management, Education, Infrastructure, Mobile and Customer Support areas.
Changes to be made to the IS&T FY2011 projects list are:
  o XRoads to IOffice Migration: add Christine Ortiz as a sponsor
  o The Massachusetts Green High Performance Computing Center (MGHPCC) is a MIT-wide initiative and is listed with the rest of the MIT-wide initiatives. We modified its name to be “MGHPCC Optical Network and Project Support”.
  o The IS&T Projects for FY2011 projects list was approved with the above changes.

Review and Approve the Education Systems Roadmap
  o Mary Callahan and Eamon Kearns reviewed the Education Systems Roadmap with the committee.
    o Our Educational systems have fallen behind those of our peer institution especially with respect to automated vs manual processes
    o The Roadmap contains a set of business and technical projects to stabilize issues/infrastructure and enhance the user experience for our students, faculty and staff
    o The Educational systems Strategic Priorities will help us to focus on the right mix of projects to achieve our goals
The end states will lead us to greater efficiencies and enable us to change processes. This will allow us to retain things of value and give us an opportunity to review what we do and challenge us to do things better.

- Discussed the technical future states: Need to mitigate risk, apply best practices to make our final products better, more unit testing, keep up with version changes and patches; Put in a framework so that the applications can share common code so we don’t have to constantly re-invent the wheel

- There was discussion about how OCW integrates with the roadmap. It was suggested that Mary and Eamon meet with Cecilia d’Oliveira to discuss this.
- There was discussion about the XRoads to IOffice migration project. IOffice is a software product from Indiana University that will be replacing the XRoads system that is used by the International Students Office. It was suggested that the International Scholars Office might be able to utilize this system too. Claude will contact Penny Rosser to put her in touch with Danielle Guichard-Ashbrook.
- Discussed how data modeling fits into the roadmap and it was agreed that all roadmaps should include a section on data.
  - Add data section to all IS&T Roadmaps
- The Education Systems Roadmap was approved.

Approve Charters
- ASPCC, MITCET and SSSC charters were approved.

Discussed agenda for the next meeting (November 1st 9:30-11:00am in 4-202)
- Dan Hastings will discuss the MITCET plan
- Israel to talk with Marilyn about scheduling the presentation/review of the ASPCC plan
- Marilyn passed out a list of additional projects, we’ll add it to the next meeting’s agenda, will discuss with Marty and Frans
- We could do one of the other roadmaps (data? mobile computing?)

Decisions & Action Items
- The IS&T Projects for FY2011 list was approved with the following changes
  - Add Christine Ortiz as a sponsor for the XRoads to IOffice Migration project
  - Modify the Massachusetts Green High Performance Computing Center (MGHPCC) project to reflect IS&T’s contribution to the MIT-wide initiative. The project will be renamed MGHPCC Optical Network and Project Support
- Mary and Eamon to meet with Cecilia d’Oliveira to discuss how OCW integrates with the Education Systems roadmap
- The Education Systems Roadmap was approved
• We need to add a data section to all IS&T Roadmaps
• ASPCC, MITCET and SSSC charters were approved
• David to send a copy of the N42 Space announcement to ITGC