IT Governance Committee Kickoff Meeting  
August 31, 2010  3:00-5:00pm

Attendees:
• Martin Schmidt – Co-Chair  
• Marilyn Smith – Co-Chair  
• M Frans Kaashoek – Technology Domain Expert  
• Claude Canizares  
• Armand Doucette  
• Dan Hastings  
• Israel Ruiz  
• David Segaloff

Highlights of the discussion:

• Introduction
• Review of membership, roles and responsibilities
  o This is a decision making group We will keep the Provost and EVP informed and will bring controversial decisions/recommendations to them
• Highlights of the new IS&T organization
• Reviewed the IS&T FY2011 software development budget
  o Reviewed decision-making criteria for FY2012
  o Discussed the need for a plan for potential additional funding from Digital MIT and the software development budget carry-over
  o Discussed the reasons for under spending, primarily in FY 2010
  o IS&T has been building additional capacity and developing a variable cost model to increase flexibility
  o IS&T and IT client capacity must both be considered
  o A list of potential projects would be necessary in order to make additional funding decisions
  o Dan Hastings requested some of the carry-over software development funds be applied to a pool for MITCET for faculty driven educational technology innovation
• Best practices for project management
  o Discussed the challenge of achieving consensus around requirements definition for business process change projects at MIT
  o Having a non-IS&T sponsor for all projects
  o Involving key stakeholders in the decision making process
  o Having a steering committee for each project with faculty representation
  o More discussion will be necessary in the future
• Reviewed the Information Technology Governance Committee draft Plan for FY2011
  o Reviewed the planned agenda items for the year
• Identified additional potential agenda items (see next steps)
• Committee Chairs reviewed their committee (SSSC, ASPCC, MITCET and Research Computing)
  o Dan Hastings indicated that the SSSC charges, prioritizes and manages educational system development
  o He also indicated that MITCET was responsible for educational technology innovation for residential education and is currently sponsoring projects including:
    ▪ Study of Athena clusters
    ▪ Learning Management systems
    ▪ Video in the classroom
  o Israel Ruiz said that ASPCC collects the needs of the administrative community and prioritizes them
  o Claude Canizares indicated that the Research Computing committee has yet to be formed and will cover all Research Computing, not just HPCC
  o A question was raised about whether committee roadmaps should be 2, 3, or 5 years
  o We will meet periodically with representatives of the governance sub-committees (SSSC, ASPCC, MITCET and Research Computing) During these meetings we will review progress against and changes to their roadmaps
• Faculty Involvement
  o Faculty is looking for more involvement in IT Governance
  o The committee discussed possible ways to address their concerns
    ▪ Ad hoc meetings to discuss community related IT issues
    ▪ Reconstitute IT-SPARCC
    ▪ Use CUP and CGP for IT review decisions
    ▪ The analogy of ITGC operating the same way as CRSP does
• Next Steps
  o Marilyn to ask Terry and Rafael to attend a fall meeting, if possible
  o David to create an open forum for the IT Governance Committee (either a website or wiki)
  o Marilyn, Marty, and Frans to plan for the September meeting
  o Potential additional topics for the year include:
    ▪ Additional software development funding plan (Digital MIT, Software development carry-over, and MITCET pool)
    ▪ Best practices for IT projects
    ▪ Roadmaps: content and duration
  o Questions for follow-up – Marilyn and David
    ▪ How many students are using Exchange?
      Students are automatically put on exchange when they register for their email account (we have been doing that
for the last two incoming classes), there are 5,005 active exchange student accounts today. The overall account breakdown is as follows:

3,029 Affiliates  
4,038 Faculty/Staff  
5,005 Students

The breakdown amongst the students is the following:

16 Class of 2011  
43 Class of 2012  
788 Class of 2013  
1,124 Class of 2014  
3,051 Graduate Students

There are some students that are not using their exchange accounts, but instead forward their email exclusively to another email provider (i.e. gmail, etc.).

Below is the number of students not using exchange. We only have this data for the class of 2013 and 2014:

234 Class of 2013  
168 Class of 2014

- How many people in the administrative systems group?  
  - Approximately 42 people support Administrative Systems full time. This excludes individuals and managers who provide some support (help desk, operations, data management, training...) but are not dedicated exclusively to administrative systems.