IT Governance Committee Meeting minutes
April 11, 2012, 3:30 pm – 5:00 pm
4-202

Attendees:
Martin Schmidt
Marilyn Smith
M. Frans Kaashoek
Claude Canizares
Armand Doucette
Dan Hastings
Michael Howard
David Segaloff

Guests:
Tim McGovern, Manager, IT Security Systems & Services, IS&T
Marianna Pierce, Director of Policy & Labor Relations, Human Resources
Jaren (Jay) Wilcoxson, Counsel, Office of the General Counsel

AGENDA

1. Approve February 29th Meeting Minutes – [Marilyn]
3. Discuss issues related to policy, process and ownership regarding Apple iTunes U and Google YouTube [Marilyn] (20 min.)
4. Administrative System Update [Marilyn & Mike] (10 min.)
5. IT Governance Committee [Marilyn] (30 min.)
   a. Review of Decisions and Effectiveness
   b. Review Annual Communication to Provost and Executive Vice President
6. Next Meeting Wednesday May 9th 3:30pm – 5:00pm 4-202
7. Summer Meeting

Decisions:
• Minutes of February 29th meeting approved.
• Changes to Information Technology Polices 11.0 and 13.2 were approved

Next Steps/Action Items:
• David to schedule the policies to be reviewed at a future IT Leaders meeting. *(scheduled for 5/15/2012 meeting)*
• Marilyn to speak with Israel about the formation of a small group to investigate and make recommendations regarding MIT’s use of Apple iTunes U and Google YouTube (MIT channels).
Discussion:

- In the minutes of the 29th February meeting approved.
- Proposal for the Update of Information Policies 11.0 & 13.2
  - Marianna, Tim and Jay reviewed the changes to the Privacy and Disclosure of Personal Information policy and the Use of Information Technology Resources policy.
  - The policies required updating, as there were gaps in the policies, MIT’s practice differs from what was stated, and the policies contain some confusing or dated language.
    - MIT has rules on protecting certain personal information (WISP and on the use of MITnet); however, these rules were not captured in the current policies. In addition, there is no reference in the policies about other information protected by law, such as medical information (HIPAA).
    - When the policies were written there were no smart phones, or other similar electronic devices.
    - The policies were unclear on when MIT could/should block access to IT resources or electronic data.
    - The policies did not contain any provisions for MIT to be able to take action to preserve evidence, when required for legal or law enforcement proceedings.
  - The changes being proposed are intended to clarify the scope of the policies. They are also broadening the definition of “IT Resources” to cover current and future technology or ways of working to try to “future-proof” the policies so they remain valid as the environment changes.
  - They also wanted to clarify the process for approving access to electronic data without the individuals' consent.
  - Various people and groups from across the institute have reviewed and recommended changes to the rewritten policies, including: the Office of the General Council, Human Resource Officers, IS&T Senior Staff, Professor Hal Abelson, and the Assistant Deans.
  - The next step in the vetting process is to review the policies with the Chair of the Faculty (in his capacity as the chair of the Faculty Policy committee) and then to review with the Academic Council for their approval.
  - Armand asked if these policies could be presented to the IT leaders group. David will add this topic to a future IT Leaders agenda.
  - The IT Governance Committee approved the policies with the proposed changes.

- iTunes U and YouTube
  - Marilyn reviewed Cecilia d'Oliveira's description of the need for processes regarding MIT's use of Apple iTunes U and Google YouTube. Prior to the Governance Committee meeting, Cecilia, Marilyn and David met with Nate Nickerson and Patrick Gillooly from the MIT News Office on this topic.
  - Nate and Patrick suggested Kirk Kolenbrander be the sponsor for a small group to investigate and make recommendations regarding MIT's use of Apple iTunes U and
Google YouTube (MIT channels). Based on what we have learned about the location of this type of service at other schools we agreed that it made sense for Kirk to sponsor such a group. Nate said he would speak with Kirk and Marilyn will talk with Israel.

The IT Governance Committee agreed with this approach but added a caution to focus on the problem we are trying to solve vs broadening the focus. They recommended the group focus specifically on support for iTunes U and YouTube for MIT channels.

- **Administrative Systems update**
  - The members of ASPCC have revisited ASPCC’s role, developed a new charge, modified its membership and changed its leadership. Josh Freedman, Assistant Director for Finance and Administration, Institute for Soldier Nanotechnologies, will be the new chairperson of ASPCC.
  - A second group, the Committee for Administrative Systems Planning (CASP), will be formed. This group will be comprised of Israel’s direct reports and Josh Freedman as Ex Officio member. Marilyn will lead the new CASP group, whose first meeting will be on May 1st. Israel will attend and introduce the group and review their charge. One of the first orders of business of CASP will be to have all areas of Administration present their visions, directions and systems requirements. The group will categorize and prioritize systems initiatives producing a three-year systems roadmap, which will be focused around Israel’s visions of One Administration and a person-centric customer experience.

- **Annual Communication to Provost and Executive Vice President re: IT Governance committee.**
  - Marilyn reviewed the draft of a communication to the Provost and Executive Vice President that outlines the Governance committee’s progress to date.
  - The governance committee made some recommendations for changes to the communication.
    - The committee suggested that we categorize the committee’s activities and group it’s accomplishments under the following categories:
      - Budget and Spending
      - Strategic Planning
      - Advice and Guidance
    - The committee also requested we be more specific regarding the following:
      - Retirement of IS&T systems and services.
      - Itemize the actions being taken to improve the Administrative Systems area.
  - The communication will be updated to incorporate the changes suggested by the committee and brought back for review and approval.

- **Next IT Governance Committee Meeting**
  - May 9th is the next IT Governance Committee meeting.
  - The agenda will include:
    - Review the progress being made on the Customer Support Roadmap
    - Review the IS&T 2013 budget and preliminary SWD budget allocation
    - Discussion regarding MIT Affiliates
  - The committee did not feel there was a need for a summer meeting.