IT Governance Committee
Meeting Minutes
05.24.2017

Members in Attendance:
John Charles, Vice President, Information Systems & Technology
Professor Dennis Freeman, Dean for Undergraduate Education
Professor Karen Gleason, Associate Provost (Co-Chair)
Professor M. Frans Kaashoek, Charles Piper Professor, Electrical Engineering & Computer Science
Anthony Sharon, Deputy Executive Vice President (Co-Chair)

Guests:
Christopher Bunn, Director, Business Operations, Information Systems & Technology
Kathy Cahill, Associate Dean, Accessibility and Usability, DUE
Mary Callahan, Registrar & Sr. Associate Dean
Robin Elices, Executive Director, Office of the EVPT
Dahlia Fetouh, Counsel, Office of General Counsel
Eamon Kearns, Senior Director, Emerging Solutions, Information Systems & Technology
Kathleen Monagle, Associate Dean, Student Disability Services
Michael Moody, Institute Auditor
Bob Redwine, Professor and Director of Bates Linear Accelerator
Sanjay Sarma, Vice President for Open Learning, Office of the Provost
Mark Silis, Associate Vice President for Information Systems & Technology
Zehra Abid-Wood, Director, Project & Portfolio Management, Information Systems & Technology
Mary Ziegler, Program Manager for Online Accessibility, Office of Digital Learning

I. Meeting Minutes 2.23.17 Approval (Approved)

II. IT Policy Committee Report (Endorsement)
   o Bob Redwine spoke to recent agenda items that came before ITPC:
     ▪ Retention of camera records for Nuclear Reactor Lab: Exception requested to
       the standard MIT system of surveillance policy for camera footage retention
       up to 6 months and camera footage rewind capability for 14 days. ITGC
       approved the ITPC recommendation.
     ▪ Kerberos username/email change requests from the Title IX Coordinator and
       Dir. of LGBTQ Services: Main reason for justifying this request is for gender
       change and/or possible safety concerns. ITGC approved the ITPC
       recommendation.
     ▪ Review of MIT Senseable City Lab project involving Mass Ave street corner
       surveillance: Bob Redwine noted that the project is underway with pushback
       from the city due to privacy concerns. In retrospect, city council should have
       been involved earlier. MIT should be concerned about privacy issues related
       to all projects, regardless of location. ITGC concurred with the ITPC
       recommendation that the Senseable City project implement solutions to
       address privacy concerns, such as limiting retention of raw data to under one
       hour, or using infrared rather than video cameras.

III. IT Accessibility at MIT (Discussion)
   o Kathy Cahill, Dahlia Fetouh, Kathleen Monagle, and Mary Ziegler walked through the
     current state of IT Accessibility at MIT noting that there is no technical standard for
     IT Accessibility, and no Institute-wide policy. Faculty, course, web, and IT developers
     expect guidance as MIT boundaries continue expanding. They noted that there are
many examples of inconsistent accessibility across our systems, and recommended that an MIT working group be formed and charged with creating and implementing an MIT policy on IT accessibility – perhaps jointly sponsored by the ITGC and the Faculty Policy Committee. The ITGC agreed to consider joint sponsorship, if the FPC decides to move forward in this manner.

IV. **Software Portfolio Planning Committee Report** (Discussion)
   - Chris Bunn provided a report for the Software Portfolio Planning Committee, noting that after a deep dive, it became clear there were no quick wins to significantly reduce any of IS&T’s recurring software expenditures. The sub-committee did identify areas for further analysis, and is also getting ahead of the renewal processes for software to assist with negotiation and contracting, as well as the decision making process for acquiring and retiring software.
   - A new Software Asset Manager (SAM) role has been created and should be filled by late July.
   - Tony Sharon noted that where relevant, the appropriate steering committee (ASSC or SSSC) should be included in the software evaluation function.

V. **IT Projects: Funding Sources, Investment Guidelines and Timeline** (Status)
   Tony Sharon described the revised funding model for IS&T projects. A distinction has not always been made in the past between categories of work (e.g. support, enhancement, compliance, modernization).
   - Tony Sharon described the new funding model which includes Institute-level funding, Sponsor-level funding, IS&T Software Development (SWD) funding, and IS&T Operations & Maintenance (O&M) funding.
   - Tony Sharon noted that although the annual $10m modernization funding had been reestablished for FY17-FY19, funding for ongoing costs associated with FY14-FY16 projects has not been allocated – effectively reducing the amount of available funds for FY18 modernization projects to $6.3m for FY18. Consequently, the ITGC will need commitments from FY18 project Sponsors to identify funding for any new recurring FY19 (and beyond) costs.
   - Tony Sharon also summarized the investment guidelines and governance timelines for the development of project priorities.

VI. **IT Projects: Administrative Systems FY18 Priorities** (Approved)
   - Eamon Kearns spoke to the technical health of our Admin Systems.
   - Robin Elices spoke at length about the body of work being put forth by the Admin Systems Steering Committee (ASSC). At the ASSC meeting on May 12, the committee was able to build consensus around a body of work for FY18 categorized into foundational work, discovery and planning efforts, implementation projects, and reporting/data related projects.
   - Robin Elices noted that she would like the ASSC to be able to take a longer term view crossing fiscal years as it has endorsed several discovery projects.
   - Glenn Shor noted that the ASSC work plan review process had been thoughtful and participatory, and thanked Robin Elices and Doreen Morris for their efforts.
   - In response to a question from Tony Sharon, Robin Elices noted that there is Assistant Dean representation on ASSC from every school except Engineering (which will be represented next year).
   - There was a conversation around the recurring costs for Data Warehouse 2.0 which address disaster recovery. There was also a discussion around the resiliency of cloud platforms – Mark Silis clarified that while many cloud applications or platforms come with built-in resiliency, SAP Hana is Infrastructure as a Service (IaaS) so the responsibility for redundancy is on MIT.
   - Tony Sharon spoke to the $3.15 million being requested by ASSC for FY18. He thanked Robin Elices for her work and indicated that the ITGC has initially allocated
$3m to the ASSC. Tony Sharon also clarified that the funding can be managed within the ASSC portfolio as budgets shift, and can be re-allocated as appropriate at the ASSC’s discretion.

- **Action Item:** Tony Sharon agreed to confirm by the next ITGC meeting whether or not the approved funding for ASSC projects can be increased to the requested $3.15m.
- **Action Item:** Tony Sharon confirmed that recurring funding to cover Data Warehouse 2.0 ongoing costs (FY19 and beyond) need to be identified.

### VII. IT Projects: Education Systems FY18 Priorities (Approved)

- Eamon Kearns spoke to the technical health of our Education Systems.
- Mary Callahan spoke at length about the body of work being put forth by the Student Systems Steering Committee (SSSC) as a whole. She framed the work plan within the context of the 2015-2018 roadmap that was driven by input from faculty, students and administrators. This feedback was taken under advisement by sponsors, and appropriately prioritized with the understanding that these would be multi-year projects.
- Mary Callahan shared that the lens used to generate the scope of work had been three-fold (Changing Academic Paradigms, Lowering barriers to students, Creating student gateways). She reiterated that the submitted initiatives will address both pain points and mandates and she feels that both her team and IS&T are poised to deliver on these in the upcoming year. She noted that the projects are all of high value, both dealing with high profile areas of system interaction, and dealing with systems of core record that are somewhat outdated.
- Tony Sharon noted that ongoing cost should be called-out in the Registrar budget request beginning with FY19.
- Tony Sharon spoke to the $3.19 million being requested by SSSC for FY18. He thanked Mary Callahan for her work and indicated that the ITGC has initially allocated $3m to the SSSC. Tony Sharon also clarified that the funding can be managed within the SSSC portfolio as budgets shift, and can be re-allocated as appropriate at the SSSC’s discretion.
- **Action Item:** Tony Sharon agreed to confirm by the next ITGC meeting whether or not the approved funding for SSSC projects can be increased to the requested $3.19m.
- **Action Item:** Tony Sharon confirmed that recurring funding to cover ongoing costs (FY19 and beyond) need to be identified.

### VIII. NextGen MITnet Update (Status)

- John Charles provided a status update on Next Generation MITnet. There are three tranches – the first has been delivered; delivery of the second tranche is on schedule for June 2017; and the third tranche is scheduled for June 2018.
- In response to concerns raised about communication related to the initial roll-out, John Charles acknowledged that the approvals related to the communication effort ended up moving more slowly than the execution of the contract documents, which resulted in communications being out of synch.