Members in Attendance:
John Charles, Vice President for Information Systems and Technology
Professor Dennis Freeman, Dean for Undergraduate Education
Professor M. Frans Kaashoek, Charles Piper Professor, Electrical Engineering and Computer Science
John Letchford, Chief Information Officer, Sloan School of Management
Anthony P. Sharon, Deputy Executive Vice President (Chair)
Glen Shor, Vice President for Finance

Guests:
Robin Elices, Executive Director, Office of the Executive Vice President & Treasurer
Deborah Fisher, Institute Risk Officer
Michael Moody, Institute Auditor
Doreen Morris, Assistant Provost
Professor Robert Redwine, Director of Bates Linear Accelerator
Mark Silis, Associate Vice President for Information Systems and Technology

I. Meeting minutes approved (Approval)

II. IT Policy Committee (ITPC) Update (Update)
Prof. Redwine discussed several issues being reviewed by the ITPC:

1. A research project that would use de-identified email data: Raw email data would be de-identified and not kept longer than the standard two weeks. This involves no direct violation of MIT policy concerning data privacy. Given potential faculty sensitivities, include faculty known to have such sensitivities on an advisory committee.

2. Policies regarding requests by application developers for student, faculty, and staff information: Questions about these policies were raised by the Registrar’s Office. Their policies are appropriate and err on the side of privacy. The ITPC suggested wording changes, which were implemented by the Registrar’s Office and IS&T.

3. Revisions of IS&T data retention policies/practices: Task force on data retention policies/practices was formed in the wake of the Aaron Swartz incident. The goal is to retain as little information for as short a time as is practical. The ITPC has iterated with IS&T on the format of the policies/practices (emphasizing simplicity); the substance of the policies is acceptable.

4. Plan to sell large numbers of unused IP addresses: IS&T consulted with the ITPC about a plan to sell a large number of unused IP addresses. A key issue is how the proceeds will be used and how this will be perceived inside and outside MIT. IS&T should consult with the Faculty Policy Committee and perhaps other groups. Note: The Office of the Provost has decided to administer the proceeds from the sale of addresses. The Executive Committee has directed the senior officers to apply the proceeds of transactions in such a manner as they determine will advance the academic and research missions of MIT.

5. A project that would use detection of the location of wireless devices to assess patterns of use of the North Court: Prof. Christoph Reinhart is the PI of a project that would like to install special benches in the North Court to detect the presence and location of certain wireless devices. The
Office of Campus Planning wants ITPC approval before granting permission. ITPC will meet with Prof. Reinhart in the next week or so.

III. IPv4 Memo (Update)
- Tony Sharon and John Charles reviewed issues related to the plan to sell large numbers of unused IP addresses (14 million).
- The ITGC needs to decide whether the Office of the General Counsel (OGC) or external counsel will act as attorney and whether to sell the unused IP addresses or give them away for free (Stanford has done this).
- Assuming the addresses are sold, the ITGC needs to decide how to deal with funds that come in; this decision will need to be guided by the Provost and the ITPC, as well as the ITPC.
- Prof. Kaashoek raised that public opinion would be that we don’t really own those addresses and now we are monetizing them.
- An update on next steps will be given at the next meeting.

IV. FY17 Funding (Update)
- Tony Sharon reviewed the FY17 Proposed Project Spend for IT versus FY17 Project Funding
- Projects are moving to Software as a Service (SaaS) and picking up recurring fees which is uncharted territory.
- Tony Sharon is exploring with Karen Gleason, the Provost, if something along the lines of the Committee for Renovation and Space Planning (CRSP) is needed, to determine who picks up some of the costs.
- Tony Sharon shared the FY17 funding breakout by area. The list of projects in the queue includes the following: the Facilities program, Kuali Coeus (there is a question of who should fund its ongoing support). On the administrative side, funding hasn’t yet been prioritized across projects. It will be determined by who has the work and can get it done on schedule.
- The ITGC will review the FY17 funding again on September 1.

V. Administrative Systems Steering Committee (Update and Discussion)
- Robin Elices and Doreen Morris provided an update on the new Administrative Systems Steering Committee, addressing the question of whether they’re on the right track.
- The Committee’s role is to guide administrative systems development with an eye towards creating the best possible user experience, with an alignment towards administrative and academic areas. They are taking a longer term approach, considering issues that are more foundational.
  - Data hierarchies
  - Authorizations through the Roles database
- The Committee has met three times, with good engagement and high attendance. Takeaways include:
  - A need to tighten up work for next year
  - Looking at processes and systems from the user perspective and going through a visioning exercise, tapping Eamon Kearns and others for expertise
  - At the committee’s first meeting, the biggest issue was data hierarchies. A sub-group has been launched and data definitions have been identified as an issue.
- The committee plans to have a white paper in a few months to share with the ITGC.

VI. DLC Projects (Update)
- Eamon Kearns discussed the current state of DLC projects, focusing on the ones of most interest to the community.
- **Web Grad Aid (Graduate Appointments)**
  - This project is being actively developed.
  - IS&T is working with a user group of 30 people; Doreen Morris helped in getting the right people on the team.
  - The plan is to have the application ready for pilot in the fall after the start of term.
  - It’s been well received by the user group. People want to see it go live; it’s been a pain point in the DLCs.
- **SANDI (Salary Distribution Dashboard)**
  - The community has asked for this for a long time.
  - It’s now in pilot and the feedback has been positive.
  - IS&T is aiming to make it widely available in June and to add more functionality.
  - A community user group of AOs and FOs has been engaged with it. IS&T asked the Assistant Deans to identify people who should be in the user group.
- **Assistant Deans Reporting**
  - IS&T has a list of 70 reports it’s been working on; 48 are in production and IS&T is defining requirements for the remaining 22.
  - IS&T is pushing forward and catching up to address frustration in the community.
- **MIT.nano (lab management application)**
  - IS&T is using newer technologies for this – the Mendix app-builder platform – and trying to get it out to the MIT.nano group quickly.
  - How it is used and received will drive adoption by other MIT DLCs.
- Tony Sharon thanked Eamon and his team for all of their work and progress, especially around reports.

VII. **IT Risk and Audit Update (Update)**
- Mark Silis reviewed three aspects of Dropbox use: data stewardship, offboarding staff, and cloud services.
- **Data Stewardship:**
  - IS&T is working with Mike Moody and his team on an audit of Dropbox. The scope of the audit is MIT Dropbox for Business (not individual units).
  - Some of the data stewardship concern raised include: Given that MIT has an easy-to-share file system, what types of data should be there?
  - Audit has recommended that IS&T have a process for scanning the files stored in Dropbox for credit card numbers or Social Security numbers.
    - While this is feasible from a technical perspective, IS&T has not done anything like this in the past and there is no existing policy or practice. MIT has a high expectation of privacy. **IS&T will need to discuss this with ITGC and possibly the IT Policy Committee.**
- **Offboarding staff when they leave MIT**
  - IS&T recommends discontinuing the archive account (dropbox@mit.edu) used to hold data for deactivated users.
  - IS&T is actively working with Dropbox to establish alternative mechanisms for handling data of users who have left MIT and should be able to do this fairly quickly.
- **Cloud Services – Software as a Service**
  - Currently, there is no real set of standards. **IS&T will work on developing standards over the summer.**
- Prof. Kaashoek commented that if you put any tools in place, scan files and forbid people to share, people will use other tools. This is a much broader issue than Dropbox; it seems like a great item for the IT Policy Committee. **Tony Sharon requested that this be framed for the IT Policy Committee and then have Prof. Redwine come back and present.**
- **Mike Moody and Deb Fisher recommended having the Risk Committee help with the education portion of the effort.**
- **Mark Silis will develop a template for evaluating SaaS providers.**
- **Duo for Students**
  - IS&T is targeting summer to wrap up student sign-up, before back to school. The department has partnered with SIPB to have Duo sign-up events and worked with DUE to do outreach to students in dorms. Student enrollment is now at 40%.
- **Duo for Faculty**
  - IS&T did not make Duo enrollment mandatory or set a hard date for faculty. The department did do a lot of outreach—in person and through administrators.
  - At this point, IS&T is not additional progress and needs support to help get the remaining faculty members signed up. Ideally, IS&T would like to set a target completion date if the Committee agrees.
    - **Dennis Freeman offered to send a letter, a direct email, to remaining faculty.**
    - With respect to timing, Profs. Freeman and Kaashoek agreed the best date to send the direct email would be right after Reg Day.
- **Tor Nodes**
  - Tor domains comprise the “Dark Internet,” which people use for anonymity. Tor is used in countries with uprisings to get around government practices of trying to suppress Internet freedom. These nodes can also be used for Internet fraud and crime.
  - There are a few Tor nodes across campus—one is in CSAIL. Beyond CSAIL, there are students who like to set them up.
  - Sometimes these nodes can create negative attention for MIT. Many universities don’t allow them.
  - IS&T has seen attacks on these nodes recently. The department wants people to be able to play with these types of technologies in a safe, effective way without putting shared infrastructure at risk.
  - IS&T is looking to put a policy in place.
    - It would propose that community members run Tor nodes on a private network, not on shared infrastructure.
    - IS&T has discussed this with SIPB, which thought the proposal made sense.
  - **IS&T is getting a process in place and will discuss it with the IT Policy Committee.**

VIII. **Transformation Update** (Update)
- John Charles described the progress made on opening access to data, to help move forward into a dashboard world. Prof. Kaashoek asked if this is in reference to making APIs available.
  - APIs will allow data integration and access to data from multiple sources, through API-centric platforms. Some examples of success include:
    - Hal Abelson’s students have built apps.
    - People are starting to use Dropbox to build APIs.
    - **Prof. Kaashoek commented that it would be great to have a list of things that people have been doing with the APIs.**
- IS&T has been able to drive down some of the “keeping the lights on” workload and increase the number of projects it can complete. The department is making use of applications that can be integrated for the community and is layering in security.
  o Dropbox: Use is climbing, including by power users. MIT’s Dropbox for Business is rapidly approaching its first petabyte of data. Collaboration and sharing with other universities is increasing.
  o SAP HANA: IS&T migrated to this platform in 5.5 months; it positions the department to move ahead with data integration.
  o Admissions Decisions: IS&T did a complete rebuild of the process. It had been painful in the past and couldn’t be tested before decision days because of data corruption.
  o Atlas: Many enhancements were made to Atlas 8, along with bug fixes.
  o Qualtrics, DocuSign and Tableau: All of these applications are taking off this year.
  o Cloud migration for data center: IS&T is on target to move 30% of workload into vCloud Air by July and will continue that work through the coming year. The department would like to have all IS&T-managed servers migrated by January 2018. The “Lift and Shift” strategy is going well, a move process that is more robust for the VM world. IS&T has Internet2 in place and it’s improving access to AWS for the community.

IX. **Tech Article** (Update)
- Tony Sharon and John Charles met with IS&T staff to understand the issues raised in The Tech article. A number of action items were identified including providing more ongoing feedback to staff, more transparent information sharing, training, and staff input on job families and career paths.
- Israel Ruiz and Tony Sharon presented at Academic Council and will also give a presentation at the IS&T All Hands meeting on May 26.