Technology Governance Committee (TGC) Kickoff Meeting
September 28, 2016

Attendees:
Dr. Mary Schmidt Campbell - President
Dr. Myra Burnett - Interim Provost and Vice President for Academic Affairs
Dr. Lisa Hibbard. - Associate Professor of Chemistry and Co-Chair, Education Technology Committee
Geneva Lane – Executive Assistant, College Relations
Adenike Akintobi – Enrollment Data Analyst
Henry Twum - Sr. Human Resources Information Systems Analyst
Ingrid Hayes - Vice President for Enrollment Management
Helga Greenfield - Chief of Staff to the President and Associate Vice President for Title III and Government Relations
Dawn Alston – Director, Budgets & Contracts
Delores Barton – VP & CIO, Media & Information Technology
Professor Valerie Taylor - Assistant Professor of Psychology and Co-Chair, Education Technology Committee
Sandra Butler – AVP, Educational Technology Services
Theresa Marquez (recorder) - Executive Assistant, MIT

Welcome and Introductions:

Charge to the Committee - Dr. Campbell
History on how committee came into being:
Last year a steering committee was convened to work with Parthenon and co-chaired by Dr. Hibbard and Danny Flanigan to look at business operations and business analysis and come forward with recommendations. The top recommendation was to develop a technology governance committee to oversee major technology issues in the College. Recognizing that technology is pervasive, there is not one single part of the campus not impacted by technology and it needs to be integrated more deliberately. Some disjointedness we experience could be in the way we are organized and has nothing to do with technology.

Discussions this committee will hold: What constitutes a campus wide technology decision? What technology should come to this committee for a decision?

Committee co-chairs Delores Barton, MIT/CIO and Myra Burnett, Chief Academic officer will guide the committee through the conversations regarding what decisions should come here and what the committee wants to accomplish this semester and next year.

Committee Meeting Notes

There are 3 advisory committees that will feed into the Technology Governance Committee:
Education Technology Committee (Drs. Hibbard and Valerie Jones-Taylor, liaisons)
Staff Technology Liaison Advisory Group (Adenike Akintobi and John Brown, liaisons)
Student Technology Advisory Group (student liaison to be identified)

Discussion on upgrades to technology verses new technology
1. Create complete database of technology on campus - Service Catalog
   Information on license agreements, including what is the term per user and product. Primarily for informational purposes.

2. Broad impact purchases should come to TGC, such as:
   Upgrades etc.; could involve replacing widely-used software (e.g., Moodle)
   Banner Optimization
   Email Client
   Lotus Database (application side)
   Budgeting tools for annual and long range planning
   Moodle or other Learning Management System

COMMITTEE ACTION ITEMS
TASKS TO BE COMPLETED BY DECEMBER
Create a Technology Governance distribution list
Develop a process for how the sub-committees will interact with the Technology Governance Committee
Inventory of **ALL** licenses purchased by MIT and a list of **ALL** department license purchases/Environmental Scan - Service catalog can be used for this process.
Mapping the Technology Governance Committee process including how grievances will be handled (LucidChart).
Create a repository to post summary committee notes (Portal) campus wide where comments can be submitted and viewed by everyone (campus wide access)