Date: October 10, 2018

1. Welcome

2. Needs List
   a. Donna – Dedicated team for the College of Medicine

3. Discussion Topics
   a. Vision and Mission Subcommittee Report, Review and Discussion
      i. Dr. Lewis gave a recap of the ERP Facilitation meeting noting the top five themes and action items that led to the need to review and discuss the vision and mission for the Group.
      ii. The Group reviewed the sub-committee’s drafted language for the vision and mission statements and discussed the future activities of the committee to help clarify the language. The Group discussed in-depth how and what items should be brought forward for review. It was determined that the Group needs IT to provide the language to recommend the terminology to develop categories to field requests.
      iii. The Group was at a consensus for the following vision and mission statements:
         1. Vision – Enhancing value by continuously improving delivery of IT dependent strategic enterprise initiatives.
         2. Mission – To provide recommendations to Cabinet regarding priorities, business processes, and resources for strategic enterprise IT projects.
   b. Review and Discuss Proposed Governance Model
      i. Dr. Lewis gave an overview of an EAB article titled *Improving IT Governance and Project Prioritization (2011, The Advisory Board Company)* for information on best-practice solutions that have been used at other institutions highlighting:
         1. Best practice solutions can address several common IT governance problems, which include lack of standardization in the project prioritization process, lack of understanding of lifecycle costs and institutional priorities among IT project sponsor, frustration among project sponsor who have limited access to central IT recourse, and the over burdening of IT departments that approve project on a first come, first serve basis to reduce the appearance of favoritism (p. 4).
         2. Strategies to improve IT governance include use of the Control Objectives for Information Technology (COBIT) framework, the Credit Union Return on Technology (CURT) Model, and other strategies include the establishment of standardized criteria for ranking projects, the assignment of committees to review projects prior to executive review,
the establishment of a technology steering committee, and the development of an IT strategic plan (p. 4).

3. Criteria for University D Business Case (Required for all IT projects).
   a. Strategic Goals: What institutional strategic goal does this project support?
   b. Compliance, Risk Management, Cost Reduction: Is the project mandated?
   c. Timeline Flexibility: What is the required time to implement?
   d. Urgency: Is this an urgent need for the institution?
   e. Resource Impact: What is the effect on staff or systems reduction?
   f. Customers Affected: What users will be impacted?
   g. State of the Current System: What is the current state of the system?
   h. Cost: What will the project cost to implement?
   i. Post-Implementation ROI: Is there a positive return on investment within five years?
   j. Technology Risk: Does this represent a new technology for IT?
   k. Scope Risk: Has the project scope been well defined? (p. 18)

ii. The Group reviewed the draft Governance Model and discussion ensued regarding the VP-level Liaison Committee. Due to time, it was determined that a sub-committee should meet to discuss the model more in-depth and help refine the model.

   c. Discuss Next Steps
      i. Sub-committee to evaluate a Governance Model prior to the next meeting.
      ii. IT to provide framework and terminology to develop a matrix to review criteria for prioritization requests.

4. Needs List Revisit
   a. Somer – Review of Group’s membership

5. Conclusion

   a. As the meeting was running long, the needs list will need to be moved to the next meeting.
   b. Thank you to all committee members; their efforts toward a refocusing of the committee is appreciated.