1. **Welcome**
   a. Member Introductions

2. **Needs List**
   a. No items

3. **Discussion Topics**
   a. **Discuss New Name: Information Technology Advisory Committee (ITAC)**
      i. Dr. Lewis has met with the working committee to finalize the new 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.
      ii. The Impact Committee and the Cabinet have both provided more direction for the ERP Committee.
      iii. Regarding the Planning Group name, it was discussed that the name be changed to Information Technology Advisory Committee (ITAC). The group was at a consensus on the name change.
   
   b. **Discuss Impact Committee/IT Advisory Committee (ITAC) Interlock and Guidelines (current) for initiatives reviewed by ITAC and the Interlock between Impact and Cabinet.**
      i. Dr. Robbins gave an overview of the Impact Committee. Dr. Robbins stated that the purpose of the Impact Committee is to gather and hear information from divisions that are proposing a new initiative that may impact other divisions.
      ii. The Cabinet has redesigned how they want information to come to them regarding these initiatives.
         1. Individuals are to present their proposal to the Impact committee where it will be discussed across representatives from various divisions. The Impact Committee can then recommend the information be sent to the ITAC Committee for their review and recommendation.
         2. Each divisional representative is to relay information from the Impact meeting to their respective departments to determine the impact and report back to the Impact Committee.
         3. All the information will then be gathered and presented for consideration by the Impact Committee.
4. If approved, the Impact Committee submits a one page summary form to the Cabinet working group (Drs. Thielemann and Eglsaer) for their review before it goes to Cabinet for approval.
   iii. Dr. Robbins noted that approval from Cabinet does not mean the initiative is in the budget; therefore, budget requests must be secured through the budget process.
   iv. Dr. Lewis noted that there are several current projects in Cherwell that IT has under development that may need to retrospectively be presented to the Impact Committee.

   c. Ellucian Live User Conference
      i. Dr. Lewis encouraged the committee to send functional users to the conference and shared the following information:
         1. Dates for upcoming conference: April 7-10, 2019
         2. URL for additional information: https://www.ellucian.com/ellucianlive
         3. TCC Code for $100 off registration: ELCC2019RUG (expires 12/15/18)
      ii. Somer Franklin noted that the SACSCOC visit will overlap during this timeframe. She will work on sending out save the dates for those that need to be involved in the visit.

d. Credit Card Initiative
   i. David Verghese gave an overview of the current credit card processing stating that most credit card terminals as slow as they are serviced with telephone lines due to security restrictions.
   ii. David Verghese stated that he has been working with IT to come up with a secure and faster solution. It was determined that they will run a pilot with Alumni and LEMIT using a third party software through Touchnet. He stated that there were currently 100 different stores in Touchnet Marketplace. For this pilot, Touchnet offers mobile and desktop solutions for credit card transactions that goes directly into Banner. If successful, departments can purchase the mobile or desktop terminals.
   iii. Davie Verghese clarified that the Bursar’s email recently sent out is not in conjunction with this. The Bursar’s office was advertising the use of Chase credit card terminals for mobile use that we have had.
   iv. Patty Lewis asked that University Advancement be involved in the process to ensure that they are receiving information pertaining to donations.

e. Procedures and processes undergoing change to improve risk control, throughput, and IT efficiencies
   i. Dr. Lewis informed the group that IT is in the process of updating processes and procedures to create efficiencies and to mitigate risks to the University.
      1. For example, updating and identifying levels of access and approval prior to putting items into production. A ticket will need to be open, functional area will need to test, and approval from the functional area
will need to be in writing (in the ticket) from the appropriate approver level prior to putting it into production.

2. Dr. Lewis also spoke to creating efficiencies with new requests. She is working the Project Management Office and the Business Analysts to streamline the intake process and identify what may need to go to the Impact Committee.

ii. Dr. Lewis inquired into creating a working subcommittee to assist assessment for pre-production ("test") environments.
   1. Dr. Lewis expressed the need to determine how functional areas are using the different test environments. IT is in the process of working on a strategy for best practices for the different environments and it may affect how functional areas do business.
   2. Dr. Lewis recommended a committee be formed to understand why some use the environments the way they do and then to come up with a best practice way to do business that will satisfy all needs.

iii. For more information, the committee asked IT to first look into who is currently using the test environments.

f. Data Standards Committee
   i. Dr. Lewis asked for more information on the function and the past use of the Data Standards Committee.
   ii. Donna Artho and Somer Franklin discussed the past use of the Data Standards Committee was on paper only and that they do not see the need for it as this committee has influence over the data sets. In the past, address types was a pressing issue; so, a small group met to provide guidance and clarification. If there is a data need that has a larger ramification, it should be brought to this committee for consideration.

g. Ellucian’s newly published patch cadence for 2019
   i. Dr. Lewis attended the November 2018 TCC Leadership Council meeting where they discussed Ellucian’s proposed quarterly release cycle for future and maintenance releases (March, June, August, December).
   ii. Dr. Lewis also reported that Banner 8 INB is set to be removed in December 2018.
   iii. The committee inquired into our current patch cycles.
      1. Rose Kader stated that this committee provided a list of individuals to be a part of the patch cycle notification about a year ago. In turn, those key individuals would then forward information to those in their areas.
      2. The process for each cycle includes a patch meeting held at the beginning of the cycle to discuss the current patches and any foreseen issues. Notification is then sent as a reminder to complete testing before the deadline. Finally, a notification is sent out when patches are complete.
3. The Committee discussed the desire to add current committee members to the notifications.
   ➢ Rose Kader to add committee members to the patch cycle notification. [As a point of clarification, Ex-Officio members will not be added at this time.]

h. Dedicated team for the College of Medicine - Donna Artho’s deferred topic from October.
   i. Donna Artho wanted to ensure that IT and others were involved in the discussions regarding the College of Medicine (COM) for their application and reporting needs as she did not see IT at the table several months ago.
   ii. Dr. Lewis stated that IT has recently begun working with COM to identify software/application needs and has been involved in the technology needs in the construction phase of the new facilities for some time.

4. Needs List Revisited
   a. No items

5. Conclusion