ITPB Retreat
Friday, September 19, 2003; noon – 5:00 p.m.
Faculty Center Downstairs Lounge

AGENDA

12:00-12:30 Lunch
Everyone is asked to attend lunch. Introductions will begin during lunch and the formal sessions will start at 12:15.

12:15-12:30 Reports Chris Foote
Chris Foote will provide brief updates on on-going ITPB items.

12:30-2:30 Endorsement of Development Plans for ITPB 2003 Strategic Decisions Jim Davis
Purpose of session: endorse implementation approaches to key strategic decisions.

Handout 2.1: Recommendations for Endorsement of 2003 Strategic Decision Summary

1) Wireless (Mike Schilling) – 30 min
   a. Phase I – Fall Qtr. (conference rooms, marketing)
   b. Phase II – Under consideration
   c. Business Model (no usage fees, CTS fees)
   d. Standards (operational model for academic units)

Handout 2.2.1: Recommendations for Endorsement of Wireless
Handout 2.2.2: Campus Wireless Update

2) Electronic Business via Email – 30 min
   a. Email namespace status (Esther Woo-Benjamin) – 15 min
   b. BruinPost (business model, policy) – (James Muh, Jackie Reynolds) – 15 min

Handout 2.3.1: Recommendations for Endorsement eBusiness via Email
Handout 2.3.2: Email Model Recommendations Executive Summary
Handout 2.3.3: BruinPost Assumptions & D&D Comparison

3) Increased IT Security (John DeGolyer, Mike Schilling, Kent Wada) – 30 min
   a. Incident response
   b. Campus investment in desktop virus software
   c. Scanning
   d. Gateway security plans
   e. New BOL Functionality

Handout 2.3.4: Incident Response Plan
Handout 2.3.5: Campus Investment in Desktop Virus Software
Handout 2.3.6: Scanning Plan
Handout 2.3.7: Gateway Security Plan
Handout 2.3.8: New BOL Functionality Details
Handout 2.4.1: Recommendations for Endorsement of Increased IT Security  
Handout 2.4.2: Increased IT Security  
Handout 2.4.3: BOL Update & Campus Gateway Services

4) Project Assessment Process (Jim Davis) – 30 min  
   a. Assessment of Process (Bonnie Allen, Terry Ryan)

   Handout 2.5.1: Recommendations for Endorsement Project Assessment Process  
   Handout 2.5.2: Pre-Implementation Institutional Project Assessment Process Diagram  
   Handout 2.5.3: Project Development Flow for High Impact Campus Wide Projects Diagram  
   Handout 2.5.4: Project Development Flow for High Impact Campus Wide Projects – Process Details  
   Handout 2.5.5: IT Project Managers Meeting Follow-up Report  
   Handout 2.5.6: Proposed Questions for DAUD Periodic Comprehensive Review

2:30-2:40 Break

2:40-3:40 Policy and Compliance

   Jim Davis

   Purpose of session: 1) endorse campus position on copyright infringement and actions; and 2) approve and implement recommendations of Task Force regarding Privacy Board.

1) SB 1386 Status (Kent Wada) – 10 min  
   Handout 3.1: 7/3/03 SB 1386 Memo to VCs & Deans

2) Copyright Infringement (Kent Wada) – 10 min  
   a. Position  
   b. Campus awareness and education  
   c. Collaboration with industry

   Handout 3.2.1: 5/20/03 File-Sharing & Copyright Infringement Communication to Campus  
   Handout 3.2.2: 7/24/03 Memo from UCOP to all UC Chancellors

3) Privacy Board (Christine Borgman) – 40 min  
   a. Task Force Recommendations

   Handout 3.3.1: Recommendations  
   Handout 3.3.2: Privacy & Data Protection Issues for UCLA 6-10-03  
   Handout 3.3.3: Privacy Tools & Policy Generators web sites
3:40-4:10  Chancellor’s Cost Reduction  Jim Davis

Purpose of session: 1) approval to proceed with these plans and analyses; 2) approval of these priorities.

1) Purchase Contracts (Jim Davis) – 2 min
   a. KST Agreement
   b. Microsoft
   c. Contract Programmers
   d. Home Connectivity
   e. IT Training

2) Home connectivity policy (Jim Davis) – 5 min

3) Email systems consolidation (Jim Davis) – 2 min

4) Electronic business via email (Esther Woo-Benjamin) – 1 min

5) IT Training programs (Steve Wesson) – 10 min

6) Security (John DeGolyer, Kent Wada) – 10 min

   Handout 4.0.1a: Email Systems Consolidation
   Handout 4.0.1b: Email Operations at UCLA
   Handout 4.0.1c: Central IT Email & Calendaring Initiative
   Handout 4.0.1d: Electronic Business via Email
   Handout 4.0.2: Cost Efficient Workforce Readiness
   Handout 4.0.3: Cost Reduction – IT Security

4:10-4:40  Scorecard on ITPB Effectiveness  Chris Foote

Purpose of session: an objective assessment of the overall effectiveness of the ITPB during the past year.

1) Accomplishments, effectiveness, organization, process and membership (David Kaplan)
   Handout 5.1: Key UCLA IT Accomplishments FY 02/03
   Handout 5.2: ITPB Position Statements

2) Role with other key committees (Chris Foote)
   Handout 5.3.1: IT Governance
   Handout 5.3.2: IT Governance Roles & Membership

4:40-5:00  Agenda for Next Year  Chris Foote
Purpose of session: 1) agree on objectives that will drive planning for next year; 2) agree on highest priority issues to investigate next year.

Proposed Strategic Objectives

*Handout 6.0.1: Proposed ITPB Strategic Objectives 2004*

1) Establish strategic **POLICY** to

   a. Drive IT vision (persistent email, mass email, wireless standards, etc.);

   b. Protect the university community and its electronic resources (incidence response, vulnerability scanning, virus and spam); and

   c. Achieve compliance with state and federal requirements (DMCA, SB 1386, records retention, privacy).

2) Position campus **INFRASTRUCTURE**

   a. For cross campus resources integration (course management, shared computational processors, integrated data, data reporting environment, collaboration tools, campus architecture, interface protocols);

   b. To find the sweet spot for distributed and campus services to maximize high value autonomy (instruction, research, service);

   c. For more focused use of resources (data warehouse, email and calendaring, IT security, data centers, networking); and

   d. To facilitate end user access without regard to physical location (wireless, identify management, home and broadband access).

3) Facilitate the campus **READINESS** for deploying re-engineered processes in an electronic environment (information and data oriented research, blended instruction, electronic proposal submission, IT centers of scholarly interaction, electronic business with the individual, electronic commerce, data management and access).

4) **RECONCILE IT COSTS**, allocations and resources with technology directions (voice services, network funding, total cost of ownership of shared applications, staff skills and costs).

5) Establish **PRIORITIES FOR COST AVOIDANCE and SAVINGS** to address budget situation while positioning infrastructure for increased services and future positioning.

*Agenda*
Handout 6.0.2: Proposed ITPB Meeting Agenda Topics 2004

1) VoIP, Networking, Voice Services
   a. Voice service models
   b. Network funding models
   c. Voice service disaggregation

2) Blended Instruction
   a. Instructional infrastructure
   b. Funding models
   c. Classrooms
   d. Centralized/regionalized instructional services

3) Policy
   a. File sharing
   b. Privacy
   c. Compliance
   d. Retention of records

4) Data Management
   a. Data as a campus resource
   b. Distributed nature of data ownership
   c. Managed access to data
   d. Protection of data
   e. Ability to use data to make decisions

5) Positioning the campus infrastructure
   a. Reconciling the campus infrastructure with the IT vision

6) Campus IT investment
   a. Reconciling funds, funding profile and IT directions
   b. Deriving value

7) Sweet spot between centralization, regionalization and decentralization
   a. Defining balance
   b. Quality of service
   c. Trust relationship

Handout 7: Acronyms Commonly Used in UCLA IT Committee Meetings

5:00-6:00 Wine and Cheese Social Hour