Information Technology Planning Board
Meeting Summary
Friday, February 14, 2014
Math Sciences 5628


Michelle Chen, recorder

Absent: Joel Aberbach, Jason Cong, Franklin D. Gilliam, Jr., Warren Mori, Neil Netanel, Chon Noreiga, John Riley, Renee Tajima-Pena

Invited Guests: Kelly Arruda, Julie Austin, Susan Phares, Chris Testa, Mike Van Norman

Resources: Ross Bollens, Larry Loeher, Kent Wada, Andrew Wissmiller

Chair John Mamer called the meeting to order at 9:05 AM.

Agenda Item #1: Approval of November 22, 2013 Meeting Summary

The summary from the November 22, 2013 meeting was approved.

Agenda Item #2: Cloud Email and Collaboration Tools Roadmap (Andrew Wissmiller)

The materials for the Cloud Email and Collaboration Tools Roadmap item can be found online at: http://www.itpb.ucla.edu/documents/.

This is a reprise of the Cloud Email and Collaborations Tools Roadmap discussion from the previous ITPB meeting.

IT Services is seeking endorsements on four actions: (1.) deploy Box as a campus service, (2.) provision Gmail for Faculty and Staff, (3.) migrate EM to a hybrid on premise/cloud O365 and (4.) terminate BOL email.

The CSG has reviewed the proposal and provided recommendations on the four services. The recommendation is to move forward on all four, with a few caveats:

1. For O365, the CSG suggested paying attention to the impact it has on the MCCA agreement if there are plans to move to a different service level.

2. There is variation on how the 4 services accommodate accessibility needs, and the CSG will work with local units to determine best practices.
3. Impact on local units need to be considered when doing migration and providing support. The downside of providing a variety of services is that users will need to understand what data can be stored where and what would work best for each unit. IT Services will need to communicate to users about best practices.

The recommendations were largely unanimous, with the exception of O365 and Box. For Box, most issues were around the funding model. The CSG recommends that Box should be centrally funded to incentivize usage.

Cloud Services are now an operational reality, so there is need to manage it from a privacy and data protection standpoint. Because UCLA is now moving toward third-party vendors, the only way to continue having protection is through contractual agreements. The ITPB is recommending that with moving forward with these services, the campus should follow three principles: conduct regular contractual reviews; have other options available; and understand usage metrics. Also, since the campus is continuing to pursue a multi-system approach, the communication strategy will be critical to the users. IT Services will also need to determine a plan to communicate each phase of the process and who will be providing user education.

**Action Item:** Motion passed to endorse deploying of Box as a campus service; provisioning Google Apps for Education for faculty and staff; migrating EM to a hybrid on-premise/cloud O365; and terminating BOL email.

**Agenda Item #3:** Wireless for General Assignment Classrooms (Andrew Wissmiller/Mike Van Norman)


This is a reprise of the Wireless for General Assignment Classrooms discussion from the previous ITPB meeting.

The ITPB endorsed the recommendation for the campus to provide wireless in all general assignment classrooms during the November meeting. IT Services and the Office of Instructional Development have identified 5 buildings to prioritize during the first phase of implementation: Dodd Hall, Haines Hall, Boelter Hall, Bunche Hall, and Public Affairs Building. The initial estimate for the first phase is $1 million, with the potential to be reduced to $400,000 by using alternate forms of wireless infrastructure.

IT Services will be testing newer access points that can support higher levels of traffic and larger numbers of users. They will also be implementing arrays in two classrooms that can support large scale events as an alternative to the standard wireless access points.

Testing will be conducted in Spring Quarter and evaluated by instructors and students at the end of the quarter. Based on the results, IT Services will update the cost estimate and the project plan will be submitted to the campus for approval.
Agenda Item #4: Next meeting and adjournment (John Mamer)

The meeting was adjourned at 9:53 AM. The next meeting is scheduled for Wednesday, March 19, from 1pm-3pm, in Math Sciences 5628.