Minutes (available on web and already distributed by listserv)

Attendees: Chair Chris Foote, Vice Chair Alfonso Cardenas, Christine Borgman, Alison Bunting, Brian Copenhaver, Jim Davis, David Kaplan, Mike McCoy, Tom Phelan, David Sears

Guests: Ruth Sabean, Avishai Shraga (student), Nick Todd (Professional Development Program participant), Esther Woo-Benjamin

1. Initial Discussion of FY 02/03 Campus IT Portfolio

   Summary of Portfolio Recommendations
   The projects in the FY 02/03 Campus IT Portfolio are new initiatives and directions that are still in discussion but have a high probability of getting funding and resources. The campus is able to resource about 80% of the projects but is at the limit on the number of projects that it can handle. Jim Davis reviewed each project, but the focus was not on any individual project but on the overall portfolio of projects. The Board committed to the overall portfolio of recommended projects.

   Instructional Technology Pilot
   Three of the projects: Blended Instruction Pilots, Course Management System, and Mellon Proposal are tightly coupled. The Blended Instruction pilots will target courses both in the College and possibly also from the campus at large to develop in-house experience with blended instruction. The Course Management System would directly support the pilots but could also be used for other efforts on campus. Both will be leveraged into co-development opportunities (e.g. MIT OKI). Both will also be leveraged into a Mellon grant proposal to expand the pilot experience to a large number of courses and experiences. These three projects also link to the Instructional Applications Services proposal and both IEI expansion projects as well as numerous other portfolio initiatives (particularly in the Common Infrastructure group). The Faculty Committee on Educational Technology (FCET) is currently looking at national initiatives to understand how they interoperate with campus systems and is moving toward a recommendation; and starting a 6 month pilot to weave together the campus Course Management Systems.

   Next Steps needed to move toward approval
   All projects have functional and technical aspects that will need working groups to understand and review, then report back to oversight groups. The next step is to develop processes for detailed review and assessment. The Board was in agreement with this approach and will use the December meeting to discuss framework and
process. They suggested that the Orion2 and Data Warehouse projects be used as examples of how the process would work. Jim Davis will be forming a small working group to develop recommendations on procedures.

2. **Proposed Actions on ITPB Position Statements**
The Board is asked to review the statements and send edits to Chris Foote. The intent is for it to be in publishable form after this last round of edits.

3. **Status of Vision Roll-Out Plan**
The ITPB Vision Brochure and plan have been presented to the EVC and several executive and IT groups, including: Faculty Senate Executive Committee, Common Systems Group (CSG), Instructional Technology Task Force (ITTF), Faculty Committee on Educational Technology (FCET), and Computing Support Coordinators (CSC). Presentation to the Academic Senate Legislative Assembly is being scheduled.

4. **Future Meetings:**
   - Tuesday, December 3, 2:00-4:00 @ 2121 Murphy

5. **Action Items**
   - Include a glossary of acronyms with future meeting handouts (Tom Phelan to develop)
   - Develop recommendations on procedures for assessment and review for university wide system planning and implementation (Jim Davis to form working group)
   - Find out if iCompass newsletter is still effective (Esther Woo-Benjamin)
   - Schedule topics for next meeting: framework for assessment procedures, Orion2 process, Data Warehouse process (Chris Foote, Jim Davis)
   - Schedule meetings for 2003 (Gwen Kingi)

6. **Adjourn**