Information Technology Planning Board (ITPB)
www.itpb.ucla.edu

May 20, 2003
Meeting Summary

Minutes (available on web and already distributed by listserv)

Attendees: Chair Chris Foote, Vice Chair Alfonso Cardenas, Christine Borgman, Janet Chiang, Brian Copenhaver, Jim Davis, David Kaplan, Janice Koyama, Sam Morabito, Tom Phelan, David Sears, Lisa Spangenberg

Guests: Evelyn Balabis (ORA), Andrew Neighbour (ORA), Avi Shraga (Student), Richard Valenzuela (ORA), Kent Wada (AIS), Esther Woo-Benjamin (OIT)

1. Reports

   a. Information Privacy

      Issues are surfacing around some campus practices such as mandatory use of BruinCard for identification and requirement of social security number for Academic Senate voting. Some safeguards that are already in place are being superseded by the Patriot Act. The ITPB sees a campus need for clear policies on data collection and retention, statements of protections and protocol, and a review board comprised of faculty, staff and students to regularly look at these issues. This topic will be examined in more detail at the next meeting.

   b. Illegal File Sharing

      A campaign to educate the campus on file-sharing and copyright infringement begins on May 21st with an email letter to all faculty, staff, BOL accounts, and campus residents. This letter will also be posted on the icompass website, the residential technology center web site, the residential technology center CATV information pages, and my.ucla. Additionally, the letter will appear in UCLA Today and the Daily Bruin. The campus strategy to curtail file sharing includes continued communication, including a pilot education program with the residence halls; and working directly with the entertainment industry.

   c. Academic Personnel Database

      Chris Foote reported that some pieces that have been developed and are in use can be pulled together into a usable skeleton system. Nick Reddingius will have a budget proposal for this system ready within the next month.

   d. Chancellor’s May 16, 2003 Cost Reduction Measures Letter
Jim Davis briefly reviewed the intent of the Information Technology section of this letter. In general, the letter is intended to get at broad-based infrastructure opportunities to use resources more effectively by 1) providing greater functionality/availability/reliability without increased costs; 2) freeing up resources for realignment; 3) reducing costs; and 4) positioning for campus services. Some initiatives already in place include the KST contract for computer products, Microsoft Consolidated Campus Agreement (MCCA), and Sophos anti-virus software. Other initiatives in investigation or analysis include: various IT security measures, IT training, campus authentication, email model, consolidating email and calendaring systems, and network services and VoIP. There will be a more detailed discussion of these initiatives at the next meeting.

2. **FY 03/04 Campus IT Portfolio**

Jim Davis reviewed the projects in the portfolio to give the board an overall picture of initiatives underway on campus. These projects reflect the current campus capacity. The Board agreed that these projects make sense and did not see any gaps in the portfolio.

3. **Research Administration Changes**

Andrew Neighbour and Richard Valenzuela described the Office of Research Administration’s (ORA) Electronic Research Administration (eRA) Implementation Plan. The federal government’s push toward being ready for electronic grant proposals by October, the importance of being connected and having integrated systems that can communicate with each other, and desire to gain efficiency for processing of contracts and grants are driving ORA’s decision to purchase a new research administration system. Many current processes are still manual and highly labor intensive. The current system lacks important functionality such as cash management and technology transfer tools and ability to link to Institutional Review Board (IRB). The ORA has done extensive internal business and process improvement analyses and found a system that supports the research administration functionality that is needed. The migration from the old to new system is expected to be transparent because the only campus users of the current system are internal to ORA. ORA’s eRA plan includes generating a UCLA website to overlay the process, resulting in one site serving all federal agencies. Next steps for ORA include expanding campus participation in the planning process using the ITPB project assessment framework. It was noted that one module of the proposed eRA is an electronic CV management system. This needs to be integrated with the LEAD and Academic Personnel database systems that are under development.

4. **Future Meetings:**

- Tuesday, June 10, 2-4 p.m. @ 2121 Murphy
- Monday, July 7, 2-4 p.m. @ 2121 Murphy
5. Action Items

6. Adjourn