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

October 24, 2003
Meeting Summary

Minutes (available on web and already distributed by listserv)

ITPB Attendees: Chair Chris Foote, Jackson Beatty, Alfonso Cardenas, Dan Cuff, Jim Davis (via teleconference), Adam Harmetz, David Kaplan, Kathleen Komar, Sam Morabito, Tom Phelan, David Sears, Lisa Spangenberg, Gary Strong

Guests: Joseph Chiu (PDP participant), Ed Johansen (advisor to Internet2 Health Sciences Applications Initiative), Mike Schilling (CTS), Kent Wada (OIT), Steve Wesson (OIT), Esther Woo-Benjamin (OIT)

1. Reports

   a. Consortium for digital mapping of Egyptian antiquities

      Ed Johansen gave an overview of two Internet2 initiatives that demonstrate a new way to educate students and a new way to collaborate.

      The California Orthopedic Research Network (CORN) was formed to show the medical potential of advanced networks by demonstrating applications that illustrate real-time streaming of orthopedic surgery. Such a demonstration took place at the Internet 2 Fall Conference 2002 when technologists streamed a live hand surgery from the UCLA Medical Center to the Visualization Portal, Stanford University, and the conference site in downtown Los Angeles. Medical students participating from the Visualization Portal were able to ask questions of the surgeon at the UCLA Medical Center and to converse with the orthopedic specialists at the conference site. Doctors at Stanford University projected and manipulated a 3-D hand model to further instruct students about the surgery.

      UCLA recently participated in a multi-instructional project on Egyptian Archaeology with several researchers gathering in the Visualization Portal for a videoconference that linked them to participants from the Library at Alexandria, the World Monuments Fund, Boston University, the University of Pennsylvania, MAGPI, Internet2, and the National Science Foundation. The videoconference was one of the first international meetings of CARN - The California Archaeological Research Network.
b. **Blended Instruction Case Studies and Innovation Award**

Jack Beatty announced that the Faculty Committee on Educational Technology (FCET) has launched the Blended Instruction Case Studies initiative with a call to the faculty for letters of interest, due November 14th. The intent of the case studies is to develop hands-on experience with new modes of instruction by developing a set of case studies that blend classroom and electronic instruction. In 2003-2004, several ideas that have broad potential for improving undergraduate instruction will be selected for testing in one or more impacted (historically over-enrolled) courses.

The 2004 call for nominations for the Brian P. Copenhaver Award for Innovation in Teaching with Technology will be issued in November 2003, with selection completed in early winter quarter 2004. This award is a mechanism for facilitating community building activities by enabling nominated instructors to get to know each other and share work experiences.

c. **Overview of UC Academic Senate Information Technology and Telecommunications Policy (ITTP) Committee mission and agenda**

Alfonso Cardenas introduced the Board to the ITTP committee that he chairs. This is a UC committee that represents the Senate in all matters of instruction and research policy involving the use of information technology and telecommunications. It also advises the President concerning the acquisition and use of information and telecommunications technology at the University. Members are appointed to two-year terms. Voting members include one representative from each of the nine UC Academic Senate Divisions. Non-voting members include three ex-officio members: Chair of the University Committee on Library (UCOL), Chair and Vice Chair of the Assembly of the Academic Senate; and a graduate and/or undergraduate UC student. The committee’s website is [http://www.universityofcalifornia.edu/senate/committees/ittp](http://www.universityofcalifornia.edu/senate/committees/ittp)

d. **Summary of ITPB September Retreat**

Chris Foote reviewed the list of development plan decisions that the Board agreed to during the Retreat. See [http://www.itpb.ucla.edu/documents/2003/FOct242003/ITPBSep1903RetreatSummaryofActions.pdf](http://www.itpb.ucla.edu/documents/2003/FOct242003/ITPBSep1903RetreatSummaryofActions.pdf). In general the Board is still in agreement with this list. However, there were a few suggested clarifications or revisions:

- **Wireless (1.a.)**
  A Board member suggested removing endorsement for statement number 1.a.3: “The Campus Wireless Team’s proposed Networking Standards and Policies for open common areas” because he felt it needed more vetting with the CSG. It was agreed this item should not
have been among the kind of recommendations the ITPB would endorse. Rather OIT will be responsible for ensuring that technical items such as standards are appropriately vetted and resolved if embedded in an ITPB recommendation. In this particular case, endorsement of wireless standards had already been planned for the November CSG meeting.

- **Project Assessment Process (1.d.)**
  There was discussion about timing of CSG involvement relative to ITPB involvement. The Board consensus was that the CSG does not always need to vote on recommendations and endorsements prior to ITPB review. The ITPB can discuss issues before they go to the CSG but the Board will ask for CSG input if it is not convinced that it has enough information on its own.

e. **Update on Filesharing**

Two filesharing initiatives were discussed at the ITPB Retreat: 1) a meeting to analyze the issues with distribution of copyrighted entertainment media and 2) working on how to make the legally required process of notification to alleged copyright violators more efficient for UCLA, following legal requirements and the judicial process of the Dean of Students.

As a result of the ITPB recommendation to have these initiatives discussed more fully with others involved with illegal file sharing, a meeting of the executive leadership was held on 10/9. Agreement to move forward on the two initiatives was reached at this meeting. Other strategies for addressing this important area are ongoing.

2. **Response to Chancellor’s May 16, 2003 Cost Reduction Measures Memo**

Jim Davis reviewed for the Board two of the six proposed infrastructure opportunities to use resources more effectively. The focus is on initiatives that can be implemented in FY 03/04 and have an impact in FY 04/05 and on areas where a minimum of $500K per year savings is possible. Some of these opportunities have been briefly scoped and some require more in depth analysis. The Board was asked for concurrence with this list:

- Review KST contract and encourage continued use of contract for computer products and services
- Encourage awareness of new Microsoft Consolidated Campus Agreement
- Aggregate IT staff training and certification as on-campus activities; encourage in-sourcing projects to internal IT staff; and encourage awareness and use of campus contract for out-sourcing programmers
• Accelerate implementation of an aggressive and coherent IT security strategy that leverages consolidation of management and procurement services
• Consolidate campus email and calendaring systems where appropriate
• Position campus for more electronic business with the individual

A Board member felt that it would be premature for the ITPB to approve this list without more CSG input. A discussion on process followed and the other four infrastructure opportunities were not discussed due to lack of time.

The consensus of the Board was:

• These initiatives make sense and are worth pursuing
• The letter to the Chancellor should indicate that the numbers given are based on preliminary analyses and further analyses are needed and may result in higher savings or the savings indicated may not be realized
• Although CSG input is important, not every issue needs to go to the CSG first
• In this particular case, it would not hurt to vet this document with the CSG at its next meeting

3. Future Meetings:

• Tuesday, November 25, 2-4 p.m. @ 2121 Murphy
• Friday, December 19, 2-4 p.m. @ 2121 Murphy

4. Action Items

• Take the Campus Wireless Team’s proposed Networking Standards and Policies for open common areas back to CSG for vetting at the November meeting
• Vet the ITPB Response to Chancellor’s IT Cost Communication with the CSG at the October meeting

5. Adjourn