Information Technology Planning Board (ITPB)

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May 23, 2005
Meeting Summary

ITPB Attendees: Kathryn Atchison, Jack Beatty, Alfonso Cardenas, Dana Cuff, Jim Davis, Adam Harmetz, Bill Jepson, David Kaplan, Kathleen Komar, Adrienne Lavine, Sam Morabito, Gary Strong

Guests: Larry Loeher (OID), Marc Mayerson (FCET ), Ruth Sabean (OIT), Marsha Smith (OIT), Kent Wada (OIT), Esther Woo-Benjamin (OIT)

Agenda:

1) Announcements

- Outgoing chair Chris Foote’s serious medical condition was announced and a minute of silence was observed in his honor.

- Senate Chair Kathleen Komar announced the appointment of Alfonso Cardenas as the next ITPB chair.

2) Reports

a. ITTP and UC Course

The UC Academic Senate Committee on Information Technology and Telecommunications Policy (ITPP) is exploring the IT support of university wide (multi campus) minors recently approved by the UC Academic Senate and is developing a proposal to establish a Universitywide minor in IT Fluency. The goal of IT Fluency is to engage students in applying IT to their specific major discipline and enhancing innovative applications of IT. Creating a Universitywide minor such as this would help produce the necessary infrastructure for other intercampus courses. At UCLA, the Henry Samueli School of Engineering and Applied Science will soon start offering a masters degree through distance learning. There was a suggestion to form an ITPB subgroup to investigate the IT infrastructure support needed to implement this.

b. ITFOC Actions on External Network Review

The ITFOC met on May 4, 2005. They recommended focusing on:
• Positioning for the future (collaboration, education, etc.)
• Immediate needs (end-to-end services, strengthening security, reducing complexity, etc.).

The ITFOC also endorsed proceeding with the following next steps:
• Form design and analysis teams to develop a UCLA response to the Network Review report; use CSG subgroups to determine how to organize and around what topics.
• Get more information from students
• Gather information from faculty
• Develop a set of guiding principles (e.g. preservation of front line quality; inducement/value driven service offerings)

3) Policies Update

a. UCLA Policy 401 – Minimum Security Standards

The ITPB approved opening the revised Minimum Security Standards policy for a 30 day campus comment period. At the same time, the policy will also be presented to Deans and VCs.

b. Restricted Data Policy

UCLA’s strategy for handling restricted data is to develop a general policy rather than addressing each of the many policies individually. It proposes to start with UC Berkeley’s policy document and modify it to fit UCLA’s needs.

The Board voted to charge the UCLA Data Council and the CSG, with participation from the Privacy Board, to jointly develop a draft policy to bring back to the ITPB.

4) Educational Technology Recommendations

The FCET submitted its ‘Spring 2005 report to the ITPB’. The report included a first set of recommendations in response to the ITPB’s October 2004 charge to the FCET to:

• Create a continuing and evolving campus-wide vision and implementation plan for Information Technology in undergraduate instruction (based on the campus IT vision document).
• Make recommendations to the ITPB on key IT infrastructure initiatives that impact undergraduate instruction. With regard to this latter request, the expectation is that the FCET will spearhead an assessment of SAKAI and its potential role at UCLA.
• Make recommendations to the ITPB on UCLA’s structural and organizational requirements for pursuing institutional planning on Educational Technology.

The ITPB commented on the recommendations and made various suggestions, including: 1) expand FCET charge to include graduate students, and 2) vet FCET recommendations with CSG.

In terms of specific actions, the ITPB endorsed the following:

a. **FCET Recommendation 1**: Develop a single virtual help desk available 24 hours/day, 7 days/week to support faculty and students in the use of “utility” educational technology on the one hand and a referral for discipline-specific support on the other.

   **ITPB Action**: Endorsed next process steps – exploration and planning.
   **FCET Action**: Undertake broad campus consultation to provide an implementation and business plan by fall 2005; return to ITPB with plans.

b. **FCET Recommendation 2**: Select a single application to support collaboration and teaching tools for instructional, research and administrative groups.

   **ITPB Action**: Endorsed next process steps – exploration and planning.
   **FCET Action**: Undertake broad campus consultation to provide an implementation and business plan by fall 2005; return to ITPB with plans.

c. **FCET Recommendation 3**: Create a collaborative campus-wide approach to support IT work among faculty, students and IT staff at UCLA. An integrated consortium will enable UCLA to improve learning effectiveness, remain cost effective, increase faculty and student satisfaction, and compete successfully for grant opportunities that support innovative applications of educational technology.

   **ITPB Action**: Requested clarification of recommendation.
   **FCET Action**: Return to ITPB with clearer statement.

The FCET report included recommendations for 5 other critical components of an integrated educational technology architecture for UCLA. Due to lack of time, these will be discussed at a future ITPB meeting.

5) **Future Meetings**: Monday, June 27, 1-3 @ 2121 Murphy