

# Information Technology Committee Meeting Agenda

November 2, 2011

D4-16

12:00 Noon

1. Call to order. Discuss any additions or changes to the proposed agenda (2 min)
2. Approval of minutes (3 min)
3. Old Business (30 min)
  - Review the existing action items list
  - Review and discuss COD conflict of interest policy as it applies to hardware, software, and service purchases.
4. IT Director's Report (10 min) – Mr. Cigna
  - a. **Fabian Perez**, Information Security Officer, to speak on the new UF security policy regarding personal computers
5. New Business (10 min)
  - New policy by UF on “Restricted Data Use on Mobile Computing and Storage Devices”
  - Request from curriculum committee: The development of specifications and impact summary (staff, costs) of computers purchased by students.
  - FAB policy regarding action items in UFCD standing committees: any action item that may impact the faculty must be fist submitted to FAB prior to its implementation.
6. Summary of new action items (4 min)
7. The next IT meeting will be on December 7<sup>th</sup> from 12:00 to 1:00 (1 min)
8. Adjourn.

ACTION ITEMS	Assignee	STATUS		
		In Progress	Complete Near future	Completed*
1. Update the IT policies.	Ron	<b>X</b>		

2. Draft a plan for the computer/hardware/software refresh/purchasing policy so that the committee can make a recommendation regarding the centralization of CoD acquisitions.	Ron	X		
3. Push out AxiUm upgrade by January 2012.	All		X	
4. Draft a plan for handling volume licensing at college, and department levels.	Joshua	X		
5. AxiUm security audit to ensure that the UF IT security recommendations are completed (penetration test).	Ron (Andrew)	X		
6. AxiUm risk assessment to assure that the needs of the faculty, staff, and students are considered and assessed properly by January 2012	Ron		X	
7. Inform the IT committee of any relevant issues regarding COD 2010-2012 Strategic Plan and Work Plan.	Ana	X		
8. Contact the CIO Academic Health Center IT and find out if any meetings are planned and if any policy changes have occurred related to IT.	Ron	X		
9. Plan the purpose and outcome measurements (framework) of a round/walk through COD classrooms that have IT support.	All	X		
10. Draft a plan which documents how IT UFCD plans to handle the tracking of any equipment serviced by IT that may contain patient or student identifiable information.	All	On hold*		
11. Send an email reminder to all faculty regarding how to proceed when equipment that may contain patient or student identifiable information is no longer going to be used.	Ron	X		
12. Contact the IT Policy and Infrastructure Committee and get the agenda and minutes for the 10/5 meeting, and time for the 11/2 and 12/7 meetings	Valeria			X
13. Send an email to department chairs requesting that they update Joshua's inventory. All computers that are currently being used by their faculty, including those that have not been serviced by IT.	Valeria	On hold*		
14. Summarize the business process flow to ensure that all UFCD equipment is subject to IT review for deletion of HIPPA and FERPA data, which includes an annual cursory review, etc. This will be part of the document/plan on item 10.	Joshua	X		
15. Provide a list by department of computers currently monitored by IT	Joshua			X
16. Send an email to the Chair of FAB and inform her of the action plan developed by IT for protection of identifiable information and suggest that the faculty discuss if anything else is needed regarding assets.	Valeria	On hold*		
17. Send an email to departments, centers, and other units to check if updates are needed on the web site in preparation for the new UF&Shands web site.	Sara	X		
18. Present the new UF&Shands web site and template to FAB once it is closer to completion.	Sara		X	

**\*On hold: see email from Ron sent on 10/07/11, regarding the development of a new UF policy that may replace this plan.**