1. Call to order. Discuss any additions or changes to the proposed agenda (1 min)

2. Approval of minutes of August 22, 2012 (1 min)

3. Old Business (10 min)
   a. Election of Vice-Chair
   b. Review of Dean’s Charge to the Committee

4. New Business (15 min)
   a. Combined meeting with Research Committee

5. Report from Director of Customer Relationship Management for the Academic Health Center IT - Matt Cottler (15 min)

6. Report from the Manager of Application Support and Development - Steve Kostewicz (10 min)

7. Summary of new action items (2 min)

8. The next IT meeting will be on October 24th, from 12:00 to 1:00 (1 min)

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>Assignee</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>1. Update the IT policies.</td>
<td>Matt Cottler</td>
<td>X</td>
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<tr>
<td>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. Also draft a plan for handling volume licensing at college, and department levels. The goal is to complete them in 30 to 60 days</td>
<td>Cottler/ Joshua/ Steve</td>
<td>X</td>
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<tr>
<td>3. Information that is needed for “UFCD end-of-year reports”. The goal is to seek ways to standardize the data generated and outcomes measurement.</td>
<td>Kathy Galloway</td>
<td>X</td>
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