

Agenda: Information Technology Steering Committee Meeting

Wednesday October 4, 2017

Time: 12:00PM to 1:00PM Location: D4-16

Members: Dr. Valeria Gordan (Chair), Dr. Charles Widmer (Vice-Chair), Dr. Edward Chan, Dr. Stephen Howard, Dr. Jorge Frias Lopez, Kathy Galloway, Matt Cottler, Steve Kostewicz, and Alyson Widmer, Jodi Geiger, Jeff Bell, Frances Rollins (support staff)

Excused: Dr. Kevin McHugh, Rick Anthony

ITEM	DISCUSSION	ACTION
Welcome		
Approval of Minutes	<ul style="list-style-type: none"> • Approve the minutes from previous meetings: September 6th 2017 (pages 2-3). 	
Agenda review	<ul style="list-style-type: none"> • Review today's meeting agenda and check if new items need to be included. 	
Old Business	<ul style="list-style-type: none"> • Operation chart with names for possible contacts for UFCD - Alyson Widmer. Update of the IT site navigation tool (?) • Axium information requests by researchers - Follow up discussion - clinical priority over research and how to improve process. AW to possibly report on the meeting with Dr. Garcia. 	
New Business	<ul style="list-style-type: none"> • Discuss the new charge given to the IT committee 	
Information Sharing and Updates	<ul style="list-style-type: none"> • A copy of the priority list set for IT as an informational item only • For next meeting on 11/1: Dr. Migliorate to join the meeting for the discussion on Axium/Epic merger • SK to report on status of faculty tool kit updates and possible beta testing 	
Adjourn	Meeting adjourn	

Next Meeting: November 1st 2017, 12:00PM to 1:00PM Room D4-16

Minutes: Information Technology Steering Committee Meeting

Wednesday September 6, 2017

Time: 12:00PM to 1:00PM Location: D4-16

Present: Dr. Valeria Gordan (Chair), Dr. Stephen Howard, Dr. Edward Chan, Dr. Kevin McHugh, Steve Kostewicz, Kathy Galloway, Rick Anthony, Jodi Geiger, Jeff Bell, Dr. Jorge Frias Lopez, and Alyson Widmer.

Absent: Matt Cottler. **Excused:** Dr. Charles Widmer, Frances Rollins (support staff).

ITEM	DISCUSSION	ACTION
Welcome	Welcome to Dr. Jorge Frias Lopez (new member)	Welcome of Dr. Frias Lopez and introductions
Approval of Minutes	Approve the minutes from previous meetings: May 3 2017 and August 9 2017 (pages 2-5).	Quorum established, meeting opened 12:01
Agenda review	Review today's meeting agenda and check if new items need to be included.	None
Old Business	Minutes for March 1 posted on the website (meetings on April 5 and June 7 were cancelled, see pages 6-7). New charge is posted on the website. Elect a vice-chair.	May 3 approved, August 9 th revised for excused absence for Dr. Frias Lopez and approved with correction. Need to confirm update of website with meetings not held (4/5 and 6/7) – action item for France Rollins New charge not yet received and it will be posted as soon as available – action item for France Rollins Dr. Widmer elected as vice-chair – action item for VG to notify him
New Business	Share an organizational chart outlining the overall IT operations and personnel	Operation chart reviewed and discussed by Alyson Widmer– request for a chart with basic names of contact – action item for AW Question on storage cost for data – request to provide pilot draft of additional information for website – action item for AW
	Discuss the current faculty tool kit and ways to improve it.	Faculty toolkit discussion – update in progress, hope to launch by December, plan to be open year round, committee to give input – action item for Steve K to report at 11/1

		meeting on status
	Discuss the issue brought up by Dr. Chan about a colleague who reports that she cannot have access to dedicated staff to import the research data from Axium (see email communication, pages 8-9).	<p>Axium information requests by researchers discussion – need to go through Honest Broker. IT seen as a ‘bottleneck’, discussed clinical priority over research and how to improve process, may be a topic to bring up with Dr. Garcia – action item for AW</p> <p>For the time being, we will reach to Dr. Fitzpatrick and attempt to solve her needs – action item SK</p> <p>Discussion on linking Axium and Epic – ADD as agenda item for next meeting - how to position Axium now for link in the future, find a clinical researcher who can act as champion. Invite Dr. Migliorati to next meeting as research representative – action item for VG to extend invitation</p>
	Discuss the new charge given to the IT committee.	Waiting for charge
Information Sharing and Updates	A copy of the priority list set for IT as an informational item only	Priority list discussion, waiting for more input and approval. Need to pull frequency of research requests to see how it will place in priority list – action item for AW and SK to look at frequency
Adjourn	Meeting adjourn	Meeting adjourned 1:10

Next Meeting: October 4, 2017, 12:00PM to 1:00PM Room D4-16