

**Agenda: Information Technology Steering Committee Meeting**

**Wednesday December 6, 2017**

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

**Members:** Dr. Valeria Gordan (Chair), Dr. Edward Chan, Dr. Kevin McHugh, Dr. Stephen Howard, Matt Cottler, Kathy Galloway, Steve Kostewicz, and Alyson Widmer, Jodi Geiger, Rick Anthony, Jeff Bell, Frances Rollins (support staff).

**Excused:** Dr. Charles Widmer, Dr. Jorge Frias Lopez

ITEM	DISCUSSION	ACTION
Welcome		
Approval of Minutes	<ul style="list-style-type: none"> <li>• Approve the minutes from previous meetings: November 1<sup>st</sup> 2017</li> </ul>	
Agenda review	<ul style="list-style-type: none"> <li>• Review today's meeting agenda and check if new items need to be included.</li> </ul>	
Old Business	<ul style="list-style-type: none"> <li>• Update on faculty tool kit</li> <li>• Consider a date for a combined meeting between IT and Research committees and agenda items</li> <li>• Review and organize the list of top IT questions and give it to Alyson Widmer</li> <li>• Review pending action items</li> </ul>	
Adjourn	Meeting adjourn	

**Next Meeting: January 10<sup>th</sup> 2018, 12:00PM to 1:00PM Room D4-16**

ACTION ITEM	Assignee	In progress	Complete	Recurring
<b>Items from 9/4 meeting</b>				
1. Need to confirm update of website with meetings not held (4/5 and 6/7)	Frances Rollins	X		
2. New charge not yet received and it will be posted as soon as available	Frances Rollins	X		
3. Update on faculty tool kit	Steve Kostewicz			X
4. A copy of the priority list set for IT as an informational item only	Steve Kostewicz			X
<b>Items from 10/4 meeting</b>				
1. Assess the number of data requests by faculty and researchers and see how it will place in priority list	Jeff Bell/Steve Kostewicz	X		
2. Update of the IT site navigation tool	Alyson Widmer	X		
3. Send reminder to committee members to send at least 2 top questions for the IT site	Valeria Gordan	X		
4. Discuss other options of funding resources for not funded faculty for data mining (CTSI, IDC office of Research, Dean, other seed sources)	Kathy Galloway		X	
5. Request to be at the faculty assembly to update faculty on IT rules for requests and walk-ins	Matt Cottler		X	
6. Investigate the merger of Epic and Axium at the University of Iowa and report to IT	Jeff Bell		X	
<b>Items from 11/1 meeting</b>				
1. Add universal consent to Axium for patients to be contacted for research purposes	Steve Kostewicz	X		
2. Decide if an amendment needs to be done to the existing protocol to include Axium or if a new protocol is needed	Peter Iafrate	X		
3. Share a training video/script to be used for the admission clerk for universal consent	Peter Iafrate	X		
4. Add a question to Axium if patients were ever seen at Shands	Alyson and Steve	X		
5. Discussion on linking Axium and Epic – how to position Axium now for the future	Alyson and Steve			X