**Information Technology Advisory Committee**
Meeting Minutes
October 12, 2023, 1:00 p.m. (via Zoom)

Attending: Henderson, M., Liebovich, A., Labrinidis, A., Buxbaum, A., Seybert, A., Childers, B., Panzella, C., Hoyt, C., Sastry, H., Baldwin, J., Dahm, J., Doty, K., Bonner, K., Gift, L., Ferdinand, L., Becich, M., Madison, M., Rutenbar, R., Gregerson, R., Hitter, T., Ndoh, U., Hobaugh, A., Burton, C., Wertz, C., Spino, C., Duska, J., Pittman, K., Hart, B.

Absent: DeJong, D., Colaresi, M., Wisniewski, S., Sereika, S., Mitrzyk, S., Delitto, T., Zongqi, X.

Meeting called to order online at 1:00 p.m. Minutes of the June 6 meeting approved without change.

➢ Review of ITAC Purpose and Expected Outcomes

  Hart provided an overview of the purpose of the ITAC based on the charter, reminding members that the Committee serves as a University-wide forum for discussion of IT-related matters. The discussion should include issues of concern to the various constituencies represented by the membership. Members are free and encouraged to submit agenda items on topics of interest and concern. The ITAC arose as a recommendation from a University-wide IT study in 2019, which included a recommendation for establishing a University IT governance structure. Hart noted that the Committee includes four standing subcommittees: Information Security, Students, Budget, and Data Governance. Each of these subcommittees includes members who are not also members of ITAC, but are subject matter experts in their respective areas.

  In response to a question from Becich, Henderson noted that members of the ITAC are welcome to submit agenda items for discussion at ITAC meetings to him or Hart in advance, or raise them during the discussion portion of any given meeting. Such agenda items are welcome and help to advance ITAC's communication and advisory purposes.

➢ Chairperson's Report

  Henderson introduced and welcomed Adam Leibovich, Dean of the Dietrich School of Arts and Sciences, as a new member of the Committee. He also announced that Alex Labrinidis of the School of Computing and Information will serve as chair of the newly formed Institutional Data Review Committee. Henderson extended thanks those continuing to serve for their participation and effort.

  • Pitt IT Journey of Transformation – in order to serve the University community effectively, Pitt IT is undergoing a transformation designed to place the emphasis on meeting the needs and goals of our client academic units. To achieve this, Cristy Spino has been named Executive Director for Customer Engagement and Success. She leads a team of Engagement Leaders and Customer Success Managers assigned to each supported unit. Their mission is to understand the needs and aspirations of the units they serve and bring back information to Pitt IT that will help us become trusted partners. Cristy and her team will be meeting with each unit to introduce their assigned Engagement Leaders and Customer Success Managers over the next few weeks.

- Pitt IT is classifying services into product sectors and brands designed to meet the needs of the University community. Salesforce, for example, is a brand Pitt IT is working to shape and focus on addressing specific unit needs.

- IT Supply Chain – Deputy CIO Adam Hobaugh is leading the effort to work with our vendor partners to determine the most cost effective and appropriate solutions to meet needs, particularly in light of the University's new budget model.

- Security – Interim Chief Information Security Officer John Duska and Henderson recently gave a presentation on IT security to the Board of Trustees on security threats and efforts underway to ensure information security for the University. Henderson noted the recent phishing attacks targeted to the University community. Some members of the community were deceived by the messages. In response, all members of the University community including students, faculty, and staff will be required to complete security training designed to improve security awareness throughout the University community and minimize the impact of these kinds of attacks.

➢ Subcommittee Reports:

- Information Security: Gift gave an overview of her intended report for the June meeting (copy distributed to members in June). The Subcommittee is seeking to carry out its charge to report to the ITAC quarterly on University areas with high-value data and the mechanisms in place to protect that data. The Committee sought to use information gathered from units in 2020 as the basis for this work, but found that 61% of responsibility centers were not represented in the data. As a result, the Subcommittee prepared a survey to gather updated and complete information which is now ready and approved for circulation as soon as appropriate communications are made to units receiving the survey which include its purpose and instructions. The Subcommittee will work to construct the quarterly reports to the full ITAC as soon as the survey data comes in.

- Students: Panzella reported that the students serving on this Subcommittee are actively engaged and excited about their participation in the IT governance process. Cristy Spino and her team have engaged with the students on IT issues. Most recently, the members received an overview of the new Pitt Customer Portal and Service Catalog. Their feedback ranged from general look-and-feel comments to detailed input on how the information is focused and presented to the user. Panzella also noted the significance of the engagement between the Student Ambassador Program and their connection on the Subcommittee with the students they serve. The Committee has expanded in size in this academic year and Panzella looks forward to continuing engagement with a wider student representation.

- Budget: Wertz reported that Pat Cunningham has stepped down from his role as chair and efforts are underway to identity a new chair and engage the Subcommittee in its work moving forward.

- Data Governance: Madison reported that since the DGS had completed much of the responsibility it had under its original charter, the Subcommittee is shifting its focus and has worked with the Chair to develop a new charter. Reconfigured, the Subcommittee will

consider issues relating to institutional data, guiding the efforts of the newly-formed Institutional. The Subcommittee will consider artificial intelligence (AI) issues as they pertain to the use of institutional data, as well as continuing to shape the Data Values and Principles the Subcommittee developed. These Data Values and Principles are important to guiding the Institutional Data Review Committee in its work as well as the University community in making effective and appropriate use of institutional data.

➢ Report of University IT Policy Committees
- Computer Access and Use Policy – the draft replacement policy, now titled "Use of and Access to University Computing Resources" has been out for public comment and is now under review by stakeholder committees including the University Senate. Hart reported that the public comment period should be concluded soon and the policy will be forwarded to the Chancellor for approval.

- IT Security Policy Committee – The proposal for a comprehensive IT security policy has been approved by the Chancellor and a committee is now being formed to begin the development effort. This policy originated with a recommendation from the Information Security Subcommittee.

- Interim Research Data Management Policy – Rutenbar gave an overview presentation on this interim policy, noting that the University Policy process allows for the implementation of interim policies where a need exists. The interim policy is in place until a policy committee can be established and a permanent policy is developed. Regulatory compliance requiring the University and investigators to protect research data has created the need for this interim policy. Rutenbar noted that the University has a policy gap in this area. The new interim policy is modeled after similar policies already in place at a number of peer institutions.

  Guidance for the Pitt research community is sorely needed, Rutenbar observed, especially when considered in light of a U. S. Presidential executive order requiring open access to research data. Researchers need to know how to comply with funding agency requirement and the executive order. Pitt must also be able to conduct research integrity investigations when required. The interim policy establishes that the University retains original research records and establishes a security framework. See University Policy RI 14 Research Data Management for the full text of the interim policy. Rutenbar noted that a policy committee will be convened to develop a permanent policy according to the University policy process. Rutenbar's presentation will be available on the ITAC website.

  Extended discussion of the

➢ Adjourned – 2:00 p.m.