

CoALS Technology Leadership Council
April 28th, 2022
10:00 a.m.

Attendance:

Members			
X Alan Kurk X (CIO/Director AIT)	Tim Ramsey Designated Chair (Assoc Dir AIT)	Keith Wicker (CISO)	Barry Stratta (Enterprise Technology Committee)
X Josh Wand X (Department Head)	Ryan McAllister (IT Manager II)	Sarah Hoving (IT Governance Coordinator)	Aaron Rodriguez (Manager Service Area 2)
X Amy S. Carwile X (Senior Administrative Coordinator I- Animal Science)	X Kurt Zhang X (Department of Nutrition, Texas A&M AgriLife)	Patricia Klein (Executive Associate Dean)	X Adrienne L. Brundage X
X Alex Guess X (Business Coordinator III)	Jake Bauman (Senior IT Professional I)	Robert G. Hardin (Assistant Professor)	Kathrin A. Dunlap (Assistant Professor & Associate Department Head- Animal Science)
Dusty Menzies (Instructional Assistant Professor)	Asko Noormets (Professor)	Timothy H. Murphy (Professor & Associate Department Head -ALEC)	Mitchell Morgan (IT Manager I)

Minutes

Item 1: Approval of Minutes

Description: Review and approval of minutes from March meeting.

- Minutes approved

Item 2: Announcements

Description: Note relevant information from available reports as applicable.

- A. TAMU IT/ITAC – Aaron Rodriguez
- Continued consolidation of the IT services across the university
 - Make a big push towards growth and career progression internally with IT
 - In process of adding modern authentication to their email service

Item 3: Graduate Faculty Committee Approvers

Description: Change and discussion on department approvers and proxy approvers

- Issue has been identified, communicated with Office of Professional and Graduate Students to stop making proxy approvers only do department approvers (because it was not sending notifications)
- No notifications create a big gap in getting people notified that need to do approvals for the Graduate Faculty committee.

Item 4: Texas A&M University DocuSign

Description: General updates on Texas A&M DocuSign notifications for Agnet employees

- Issue is TAMU uses DocuSign to for form submissions for graduate and undergraduate students and whenever they are submitting the documents there is a field to put in an email address . The DocuSign system has only been set up for an @tam.u.edu address. If a student puts in an @ag.tamu.edu address, it is not sending the notification correctly to the faculty member that the student is trying to route the document to
- Faculty is do not get notification that a document has been submitted- has created large gaps, missing deadlines, etc.
- Working with TAMU IT to get this issue resolved

Item 5: CoALS Department Technology Committees

Description: Update for CoALS departments to form internal IT Governance committees to gather tactical and strategic feedback from faculty and staff

- [CoALS IT Governance Document](#)
 - Living document that will be updated regularly to reflect changes to governance
- Clarification of Department Technology Committees
 - Every department has a point of contact, a chair, for a departmental technology committee. The chair is someone that could be a point of contact that brings together their department's strategic technology related needs. These needs will then be communicated by the chair to the Technology Leadership Council in order to help plan for strategic directions around budgeting or even needs that can be

cross pollinated to other departments around the college

- Committees are NOT just a representative on the council. The committee chair will hold a committee meeting within their department then bring those needs to the TLC to be discussed.

Item 6: ARC Service Center Rate Study

Description: Updates and discussion on rate study for AgriLife ARC service center

- Doing a rate study because we want there to be transparency that the fees that we are charging are appropriate and responsible. Anticipate having this study completed in May
- Clarification: Basic support of research program desktop/workstations are covered by IDC. ARC Service Center is designed to provide managed IT services for advanced systems that are not easily managed (servers, lab equipment, etc.)

Item 7: Texas A&M University Risk Assessment

Description: TAMU IT inventory and risk assessments. Discussion on working with TAMU IT for inventory of teaching labs and classrooms.

- Getting ready to do inventory, only inventorying teaching labs and classroom systems. The only thing we need to perform assessments on are those systems that have local administrative access. Which no faculty member should have that access to any teaching lab and classroom computers.
- Big point is that you should not see much about Risk assessment this year. Going to be managed by AIT. If a message is received about need to do a risk assessment please direct your departments or any staff members over to AIT and it will be taken care of.

Item 8: AIT Department Lunch

Description: Staff appreciation lunch for AIT

Item 9: Recommendations for Approval from CoALS Committees

Description: Governance committee meetings found in minutes posted on governance page

<https://firstcallhelp.tamu.edu/knowledge-base/coals-it-governance/>

- Technology Security & Compliance Committee – Keith Wicker
 - N/A
- Enterprise Technology Committee – Barry Stratta
 - N/A

Item 10: Additional CoALS IT Council Member Motions

Item 11: Action Items for CoALS IT Council Members

Item 12: Closing

Description: Adjourn meeting on time noting actions and conclusions of meeting.

Next meeting will be held on the 4th Thursday of May 2022 at 10 a.m.