Information Resources Committee (IRC) Meeting
October 22, 2010, 9:00 a.m. - 10:30 a.m., AB5 210

Summary

Present: Chevli, Weaver, Snyder, Vines, Jaeger, Bornstein (for LaCrosse), Meyer, O’Connor-Benson, Greene, Bernardo
Absent: Banks
Guests: None

IRC Procedural Guidelines
The IRC Procedural Guidelines were approved pending a change to the location for storing IRC working documents. We agreed that the IRC folder on the university server would be used for distribution of working documents rather than an Angel Group. Angel Groups are not part of the university’s back-up process whereas the university servers are. Also it was noted that student representatives would be granted access to the IRC folder on the university server.

Strategic Plan Action items 4.3-Business Practices and 4.4-IT Staffing
Strategic Plan Action items 4.3-Business Practices and 4.4-IT Staffing assigned to the IRC were discussed. There was a question regarding specific charges given at the previous meeting and their relationship to Action item 4.3-Business Practices, and also on the scope of the review to be carried out. Clarification will be sought and presented at the next meeting.

During the discussion of Action item 4.4-IT Staffing Pat O’Connor-Benson shared a proposal for Technology Classification that she and Mary Banks, under the guidance of Human Resources, developed 5 years ago for their respective departments. It was suggested that this previous work might be useful when we begin work on 4.4-IT Staffing. We agreed to invite a representative from Human Resources to provide the IRC with information that would be helpful in completing action item 4.4-IT Staffing.

Prioritize Action Items
We agreed to first complete work on action item 4.3-Business Practices, then complete work on action item 4.4-IT Staffing. It was noted that some overlap between 4.3-Business Practices and 4.4-IT Staffing may present itself.

Tasks and Milestones - Action item 4.3-Business Practices
We agreed the first task is to identify current practices, and then assess whether or not technology can help to improve or enhance the practice. Each committee member will review existing business practices within their respective departments/colleges. These will be presented and discussed at the next meeting to begin assessing the use of technology to improve or enhance the practices.

Tasks and Milestones - Action item 4.4-IT Staffing
We agreed to contact Human Resources prior to the next meeting to schedule a time for an HR rep to participate in a discussion on tasks related to 4.4-IT Staffing.

Meeting Schedule:
The Committee will met next on November 19, 9:00 a.m. – 10:30 a.m., AB5 210