UNM IT Academic Technologies Advisory Board
Minutes: Tuesday, October 24, 2017
Scholes Hall Roberts Room
9:00 am – 10:00 am

Attendees: Alex Seazzu, Alfred Mathewson, Tim Castillo, Kate Karuse, Mark Peceny, Jon Wheeler, Brian Pietrewicz, Duane Arruti, Elisha Allen, Alesia Torres, Tuan Bui, Nader Khalil
Chair: Julie Coonrod
Support: Emily Morelli

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| 1. Approval of Previous Minutes (July 2017)  
  - Approved |
| 2. Escalation and Prioritization (Alesia Torres)  
  - Duane provided introductory remarks indicating that the Academic Advisory Board would be beginning the process of reviewing project intake and prioritization.  
  - Alesia presented the MyIT dashboard for the Academic Advisory Board.  
  - Nader Khalil and Tuan Bui presented a project flagged for escalation regarding improving and aligning technology-locating apps that are currently developed and managed cross-departmentally (IT, libraries, and some departments). The goal is to pull the existing locator technology into one place – i.e., technology.unm.edu – and have departmental websites point to that location. Doing so requires cross-team resources, thus requiring Board approval to move forward.  
  - Comments included that although this project is not critical to student outcomes, it would serve as to promote collaborative efforts, providing information regarding obstacles for future collaborative efforts that may be more critical to accomplish, and therefore potentially this project would be a sound investment of resources.  
  - There was also discussion about the management of spaces housing technology – for instance, labs that need to be reserved, and about who will define the functional requirements and content of this project. Alesia noted that she and Elisha Allen were working on developing a governance layer similar to the ERP Steering Committee, which convenes functional and technical directors/managers to address functional requirements and responsibilities on the Administrative side.  
  - Concerns expressed included not knowing what other projects would be set aside in dedicating resources to this project. Alesia explained that the first step in escalation is to gain approval from the Advisory Board, which would then place this project onto a list for prioritization.  
  - Julie suggested that the project start on the scale of University-wide services (not departmental) in order to avoid the time consumption involved with integration of all existing apps in various departments.  
  - There was discussion about making IT requests and the lack of knowledge with faculty regarding how to make a request.  
  - Alesia presented the scorecard used for Administrative applications. It was decided that it would need to be revised to reflect specific questions required by the Academic Advisory in order to determine priorities – such as of students impacted, number of colleges impacted, ASAR alignment, impact/risk if not done, how to weight each question, etc. Tuan captured this information for revision of the scorecard.  
  - **Action:** Julie requested that the project escalation be brought back to the Board once the scorecard is revised. |