## Topics

1. **Approval of Previous Minutes (November 2017).**
   - Approved with edit.

2. **Year in Review: E&E/ Research Technologies Advisory Board (Duane Arruti)**
   - CIO Arruti reviewed the timeline of Board activities and highlights in 2017 (document attached).

3. **Research IT Forum Update (Patrick Bridges)**
   - The final forums took place in late November and notes were completed in December. The next steps are preparing a one-page executive summary and a 2-3 page detailed summary for the advisory board. The subcommittee will also release the full notes to the board.
   - **Action:** Chair Bridges will distribute the summary and notes before the February board meeting for review in preparation of discussion.

4. **Research IT Dashboard and Strategic Plan Status (Grace Faustino)**
   - Ms. Faustino reviewed the MyIT.UNM dashboard view established for the Research Advisory Board. All board members have access to the dashboard through their netID at myit.unm.edu. The projects that are currently in this system were driven by subcommittee input into the strategic planning process to identify current projects that benefit researchers.
   - Chair Bridges requested board members review the dashboard and consider how the dashboard will be used to inform the board in the decision-making process. The list includes fine-grain and larger projects (e.g., data migration for the Early Childhood Center and CUI). He recommended that the purview of the board should be the larger projects.
   - Ms. Faustino also demonstrated the “escalation” tab, where projects that require board review are listed. Projects that have been escalated will be tracked under this tab even after a decision occurs.
   - Alesia Torres, Director of Applications, explained that currently, on the administrative side, a requested project undergoes an internal assessment to determine if it is non-standard. Non-standard projects are entered into a project module and the requestor and IT team then perform an analysis of needs, scope, impact, etc. The project is escalated to the advisory board when it meets certain criteria – e.g., it will require more resources, etc. The administrative side also has a middle-tier committee that scores where a project fits into organizational priorities. IT then examines capacity and resource availability, and, ultimately, funding options.
   - DCIO Pietrewicz noted that a similar process could be enacted for the Research Advisory Board, with input from a subcommittee or group that completes a scorecard to inform the board for the purpose of prioritization.
   - Chair Bridges suggested a desired goal is a common University-wide general IT infrastructure that supports researchers. He noted that while the scorecard system is useful, the Board does not represent many areas on campus. He suggested that if the board can narrow its focus to shared research IT infrastructure, it remains most relevant to the Research Strategic Plan.
   - Ms. Torres suggested that projects reviewed by the subcommittee/group level but not escalated may still be viewed in MyIT, so that the board can see which projects are and are not brought forward for discussion, with a goal of holistic visibility across all boards to see cross-referenced projects. She noted...
that the Academic Technologies Advisory Board was in process of adjusting the scorecard for their prioritization needs, and then will finish the intake process.

5. Discussion of Spring Priorities (all)
   • Discussion included how the decentralized management of several tools meant to manage the proposal lifecycle affects data management and compliance. Ms. Faustino noted that the CUI gap analysis revealed there is no full institutional view of receiving and managing awards due to the multiple, decentralized tools currently used for proposal and grant management, and no one picture of what UNM does to safeguard research. She suggested the board might look more critically at the proposal and grant process is managed as well as how projects are closed out, focusing on how to assist PIs in being competitive as well as manage research. Chair Bridges suggested that while the board could conduct a gap analysis over the course of the spring, it would be unlikely to be able to make recommendations in that timeframe, which would require a larger strategic effort.
   • Chair Bridges stated that the forum notes indicated clear technology needs for researchers that are worth driving forward by the board.
   • Dr. McCrady noted that ongoing communication for researchers and IT should be enhanced, with continuous ways to solicit information from a bottom-up perspective on a regular basis as well as to communicate information from IT to researchers. She suggested perhaps a yearly survey asking what software researchers would like to license, etc. Currently there is no conduit to get information to IT and no idea of process, nor is there a structure that supports relationships between research IT units on campus – with central IT and with each other. Chair Bridges noted that Communication Channels/Tools, Roles and Responsibilities will be added to the topics for spring meetings.
   • A discussion about purchasing software ensued. Decentralized needs require decentralized IT; under the E&E model, the ITO serves as the decentralized link to centralized purchasing power. Ms. Torres noted that IT is working with Purchasing on a standardized process for IT-related purchases, concentrating on flagging Pcard transactions, so IT can discern what units are buying and be able to contact them if there is an alternative available.
   • Ms. Torres noted that a project to develop a research services catalog, cross-referenced with the IT catalog, is already listed on the dashboard.

6. Data Center Outage (Brian Pietrewicz)
   • The UNM IT Data Center is overdue for routine power maintenance. The deferred maintenance must be done to improve the reliability and availability of IT services, helping avoid lengthy service outages related to an unplanned power disruption to the data center. Currently, IT is working to confirm Memorial Weekend for the maintenance. The power to the building will be shut off during the maintenance, so services delivered by or through the IT Data Center will be unavailable. Over the coming weeks, IT will reach out to stakeholders throughout the UNM community to confirm the timeframe and the work that must be completed prior to and during the maintenance. The current plan is to confirm the maintenance dates by the end of February. The best estimate at this time is that the work will begin Friday, May 25th at 5pm with full service restored by 5pm Monday, May 28th. DCIO Pietrewicz asked that any concerns be directed to him for consideration.

Next Meeting: February 28, 2018 1:00-2:30pm Scholes Hall, Roberts Room