Chair: Patrick Bridges
Attendees: Karl Benedict, Tito Busani, Renia Ehrenfeucht, Mark Emmons, Kathryn Jacobson, Chris Lippett, Sylvia Celedon-Pattichis, Mark Servilla, Ariadna Vazquez, Jon Wheeler, Elisha Allen, Duane Arruti, Ryan Cooper, Grace Faustino, Jeff Gassaway, Brian Kimura, Brian Pietrewicz, Elaine Rising
Support: D. Markham Rising

Topics

1. Approval of Minutes (February 6, 2019 minutes approved without corrections.)

   Senior Associate Dean Celedon-Pattichis clarified with CARC/Director Bridges there is only a draft of the scoring rubric. This could be used as the starting point for development of an rubric that the committee will review and approve. The Qualtrics and Mathmatic projects will be used for testing the rubric. Academic and Administrative Technologies Advisory Board have rubrics that could also be considered in developing the scoring rubric.

2. Informational Items:
   a. CUI Program Update (CIO Arruti, IT Directors Rising and Gassaway, IT Manager Faustino)
      i. CUI applies to research in DOD contracts where we do the work that is unclassified but has to meet DFARS guidelines. The scope of the CUI project to make compliance with CUI requirements as efficient as possible for researchers. The goals are to:
         1. Assist researchers with compliance.
         2. Standardize and optimize the process of compliance.
         3. Move needed compliance awareness and activities needed to the pre-award stage where possible.
      ii. Accomplishments to Date:
         1. Research standards used to develop tools and processes for assessing contracts that may with include CUI.
         2. Worked with researchers to identify compliance gaps.
         3. Continue to refine process and assessment tools.
      iii. The current trend is for DOD to not negotiate CUI out. HSC has had success securing agreements stating they affirm there is no CUI currently in the contract.
      iv. Next Steps: Develop a communications plan to raise awareness among researchers.
         1. CUI and OVPR will develop a researcher toolkit for CUI compliance.
         2. Research toolkit will be published on website.
         3. CUI team and ADRs will work to draft communications to researchers.
         4. CUI team will work with research stakeholders to optimize the compliance process for researchers. The goal is to create reusable tools for researchers to use at the beginning of the pre-award process allowing new projects to use already approved artifacts. Work to reduce and/or eliminate compliance gaps.
will continue. Low-risk projects such as FERPA and implementation of new FERPA regulations will be used to guide development of projects where minimal controls would be most appropriate.

5. The goal is to work with minimal control requirements versus maximal control requirements. The intent is to ensure appropriate control relative to risk which may include further input from legal to ensure compliance issues are satisfactorily addressed.

3. Decision Items:
   a. Approval of Draft Charters for the Operational Sub-committee and the Scoring Sub-committee (CARC/Director Bridges, IT Manager Faustino)
      i. Operational Sub-committee
         The operational committee’s charge is to triage requests. If the service requested is already available, that information is provided to the requestor. If the service is not available, the operational committee determines if the request meets the criteria for escalation to the advisory board for consideration.
         Engineering and HSC representatives are needed.  
         **Action Item:** Matt Braun will designate an HSC representative.

         A non-standard service request is one that is not already available through a UNM resource. This committee will facilitate triaging of requests and handing requests off to the appropriate group. This group will support population of the service catalog. The IT software purchasing app under development may include items that would overlap with the service catalog.

         **Action Item:** EDAC will be added to operational sub-committee.

         The committee discussed the value of having redundancy within the sub-committee so requests are addressed in a timely manner. This also ensures the workload is distributed across committee members. ITOs and other IT representatives have built-in backups.

         **Motion:** It is suggested that academic units build-in redundancy within their units. Approved.

      ii. Scoring Sub-committee
         The scoring sub-committee will complete an initial assessment of requests forwarded from the operational sub-committee before the request is sent to the full committee for consideration. Additional participation on this is committee is welcomed; the current complement reflects participation from the largest units. There was discussion about how many requests should be forwarded (top 2 only?) and how ongoing requests will be balanced for prioritization. It is expected that the rubric will include the breadth of impact for requests which will support continuous prioritization. It is possible the advisory committee may score a request differently than the scoring committee. The charter will be amended to reflect the committee will prioritize requests for consideration by the board based on the parameters defined in the rubric.
The current Qualtrics spend was discussed. At this time, the cost is $23,000 to a variety of users. An enterprise license that would include branch campuses would be $~75,000.

**Motion Item:** The 2nd page will be amended from monthly to as needed and changed to scoring from operational. The committee complement will be updated. Motion to approve as amended. Approved.

b. Approval of members for the two sub-committees (Patrick, Grace)
   Approved as indicated above with amendments or confirmation.

c. Approval of chairs for the FY19 Research Technology Initiatives (Patrick, Grace)
   ERA – Adjustments recommended that will be followed up on.
   CUI – CIO Arruti will review with Interim Chief Compliance Officer Francie Cordova to confirm best selection. IT Director Jeff Gassaway suggested it may be appropriate to have a HSC representative co-lead this group. Privacy Office Ariadna Vazquez will represent HSC.

   Each committee has broader initiatives they are developing based on previously identified needs. Their proposals will be sent to the advisory committee for review so they will be working in parallel with the work of the scoring committee.

   **Motion Item:** Motion to approve as amended. Approved.

4. Addition to Agenda Item – Committee Co-Chairs

   CARC Director/Chair Bridges requested the committee consider having two co-chairs for this committee. He suggested Associate Dean Mark Emmons and Associate Professor Chris Lippitt serve as co-chairs.

   **Motion Item:** Motion to have Associate Dean Mark Emmons and Associate Professor serve as co-chairs for the committee. Approved.

5. New business – Discussion requested about OSP and OVPR relationship and opportunities for more effective collaboration.

   **Next Meeting:** March 27, 2019 1-2:30 pm Scholes Hall, Roberts Room