

**HSC Information Services Advisory Council
Meeting Report
Thursday, July 12, 2007, 3:30p-5:00p
HPNP Bldg, Conference Rm 2166**

<http://www.health.ufl.edu/aiss/isac/minutes.php> (See Supporting Documents)

<http://www.health.ufl.edu/aiss/isac/>

HSC-ISAC-L@LISTS.UFL.EDU

1. Call to Order and Approval of Minutes

J. van der Aa

Minutes of last meeting approved.

2. CIO Report: Update on AISS Initiatives

J. van der Aa

- Jan van der Aa presented report regarding AISS functions, goals, budget estimates and staffing levels for his units.

Supporting Document:

- UF Health Science Center, Academic Information Systems and Support (AISS) Report - Fiscal Year 2007-2008

3. Committee / Council Information Exchange

- SPICE Security Council Update

J. van der Aa for C. Ebel

Reviewed final version of revised SPICE:

- Policy GP0007: 'SPICE Policy and Standard Authority'
- Standard GP0007.01: 'Obtaining Approval of Policies and Standards'
- See: https://security.health.ufl.edu/isa_ism/policies.shtml

Decision: Revisions approved. Next step – Approval by HSC Leadership.

4. New Business

- Update on new ISAC Subcommittees

- HSC Research Support Committee: Peter Pevonka has been contacted with the suggestion that Jan van der Aa and Elizabeth Shenkman attend the monthly meeting of the Research Deans 3 times per year to solicit their feedback and direction regarding IT needs. Awaiting response.
- HSC Clinical Support Committee: Suggest Jan van der Aa, Patrick Antonelli, Michael Good, and Jane Schumaker meet with the Associate/Assistant Deans for Clinical Affairs for all HSC colleges 3 times per year to solicit their feedback and directions. Will investigate further. Dr. Antonelli supported the suggestion.

Next Steps: Draft Charge for 'Mission' related Subcommittees

- IT Architecture/Infrastructure Council:

Supporting Documents:

- PowerPoint Presentation on 'Enterprise Architecture' – Marian Boyle
Enterprise architecture (EA) is the framework that describes the way in which an organization conducts its mission(s), how it organizes and uses technology to accomplish its goals and execute key operational processes, and how IT system are structured and designed in detail to achieve these objectives.

EA also explains the rationale behind important decisions and why certain alternatives were chosen and others rejected. An EA thus contains much more than information about technology. The EA becomes the template on which the

IT investment is rationalized and the return on investments are defined and quantified.

When new needs emerge, an EA provides a point of departure—a framework within which additional capabilities can be coherently designed. Absent an EA, it is essentially impossible for us to make coherent or consistent operational or technical decisions about IT investments.

Simply stated, EA's are "blueprints" to assist in optimizing the interdependencies and interrelationships among the business operations and the underlying IT that support these operations.

Without an EA Colleges and Business Units run the risk of buying and building systems that are duplicative, incompatible, and unnecessarily costly to maintain and interface.

Flexible, dynamic extended EA enables us to change and manage the complexities inherent in our large enterprise. EA allows for the necessary traceability from strategic intent to the capabilities that enable that intent. These capabilities include both business and technology components.

EA doesn't happen at once. It is an iterative, maturing discipline that provides management the operating discipline for organizing and engaging business and technology components to fulfill our missions. This maturity model provides a scale or metric for understanding where the organization is in its evolving discipline, and what steps are required to take it to the next level of maturity.

- Draft Charge to 'IT Architecture/Infrastructure Council' was distributed.

Discussion: Agreed to include a faculty member representing each of the three missions (Education, Research, and Clinical) on the council.

Decision: Electronic version of the draft charge will be sent to ISAC with request for review/revisions prior to next meeting.

5. ISAC Projects Updates & Next Steps

- Sharepoint Project J. van der Aa
Supporting Document: Updated Project Request Form
Discussion: Individual implementations of this document sharing software are being installed in various colleges and departments. Need to consider an enterprise wide version to enhance effectiveness and reduce costs.
Decision: Develop 'Business Case' for review at next meeting. Also submit to IT Architecture/Infrastructure Council (when convened) for evaluation and feedback.
- CTC IM Project M. Boyle
Update: A 'Business Case' and 'Project Charter' have been submitted to Dr. Kone for review. Awaiting response.
- HSC Web Project M. Boyle
Update: Due to hiring freeze the new HSC Web & Internal Communications Coordinator position has not been funded. Will formulate an alternate approach to providing web support.

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Attendees:

- Jan van der Aa, PhD, Assistant VPHA for Information Services/CIO (Chair)
- * Henry Baker, PhD, Professor and Interim Chair, Molecular Genetics & Microbiology, College of Medicine; Associate Program Director, Genetics Institute
- * Laura Barton, Director, Planning, VPHA Office
- * Frank Bova, PhD, Professor, Neurosurgery, College of Medicine; Chair, Computing Information Services Committee, McKnight Brain Institute
- * Michael S. Brodeur, Assistant Dean for Administrative and Financial Affairs, Chief of Staff, College of Pharmacy
- Stephanie Hanson, PhD, Associate Dean, Academic Affairs, College of Public Health & Health Professions
- * Tom Harris, Associate VPHA, Administration; Associate Dean, College of Medicine
- * John Haven, Director, Administration, College of Veterinary Medicine
- * Joan Hovhanesian, CIO, Shands HealthCare
- Beth Layton, Deputy Director, Health Science Center Libraries
- Richard Rathe, MD, Associate Professor, Community Health and Family Medicine and, Associate Dean, Information Technology, College of Medicine
- Jane Schumaker, Senior Associate Dean and CEO for Faculty Group Practice, College of Medicine, UFP
- * Elizabeth Shenkman, PhD, Professor and Chair, Department of Epidemiology and Health Policy Research, Director, Institute for Child Health Policy, College of Medicine
- Julie Thompson, Director, Dean's Office, College of Dentistry
- * Robert Wears, MD, Professor, Emergency Medicine, College of Medicine, and Director, UFHSC/Jacksonville Medical Informatics
- * M. Dee Williams, PhD, Associate Professor, Executive Associate Dean, Associate Dean for Clinical Affairs, College of Nursing (Alternate: Joe Burley, Asst. Professor, College of Nursing)
- TBD UF Shands Cancer Center

Staff:

Marian Boyle, Associate Director, Planning & Organizational Effectiveness, HSC AISS

Guests:

Dan Arrington, Assistant Director, Information Management, IT Center

Dan Cromer, Acting Director, IFAS Information Technology

Tom Jordan, Consultant, Solutions by Design

* Denotes absence and alternates