Common Systems Group (CSG)

July 22, 2003
Meeting Summary

Attendees: Paul Craft, Jim Davis, Jason Frand, Mats Granlund (for Carol King), Bill Jepson, Jim Kimmick (for Greg Kitch), Robert Konishi, Max Kopelevich, Sean Pine (for Tom Phelan), Nick Reddingius, Terry Ryan, Ruth Sabean, Mike Schilling, Kelly Stack, John Talbert (for Kathleen O’Kane), Kent Wada, Esther Woo-Benjamin, Don Worth

Agenda:

1) Reports

Jim Davis reported that he and Sam Morabito have agreed on an initiative to combine email and calendaring systems for the organizations under their purview (including Administration, AIS, CTS, ATS and OIT) in order to test the practicality of a consolidation model. A workgroup comprised of technical staff across Administration and OIT, and a representative from the School of Medicine has been convened to design and demonstrate an email and calendaring system for these organizations, but one that also can potentially be scaled and made available to other units that may wish to consolidate. The Center for Digital Humanities has agreed to participate in the project as a potential academic partner and to ensure the design takes account of the perspective of an academic unit.

The potential of consolidating some email systems where these is value in doing so has been a topic of discussion for the past two years, and most recently has been discussed in response to the Chancellor’s Cost Reduction memo.

2) AIS Technology Roadmap

Don Worth presented a snapshot of AIS areas of focus: 1) accountability, 2) flexibility, 3) open architectures, 4) integration, 5) synergies, and 6) alignment. Since 1991, there has been a substantial increase (from 6 to 42) in the number of supported technologies at AIS. Not being able to stop supporting some of these impedes AIS’ ability to explore new technologies. While there are clear strategies in place for replacing user interfaces with web front-ends and getting data out using the data warehouse, there is a need for standards for feeding data into applications from other applications on campus. A discussion ensued about campus need for data exchange standards.

3) SB1386 Update

SB1386 took effect on July 1, 2003. It is new legislation requiring disclosure of security breaches of personal information contained in computerized data. UCOP
has issued new policy to address these new legal requirements. Among other things, campuses are required to have an inventory of such data, procedures for notification when a breach occurs, and a designated person to oversee and ensure compliance with this new policy. UCLA is proposing that each Vice Chancellor or Dean must designate a person in his unit to be responsible for ensuring that all breaches within the school, division, or unit are investigated and reported. Financial liability to the University resulting from a unit’s failure to comply with this policy will be assigned to the unit where the security breach occurred.

The memo announcing this has already been distributed to the Deans and Directors list and the policy supporting it is being vetted with ITPB. Kent Wada reviewed for the Group some of the details of UCLA’s plan.

Meeting Schedule for Remainder of 2003:

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<th>Tuesday</th>
<th>August 26</th>
<th>2 p.m. – 4 p.m.</th>
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<td>Tuesday</td>
<td>September 23</td>
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<td>Tuesday</td>
<td>October 28</td>
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<td>November 18</td>
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