

The University of Texas Medical Branch at Galveston Information Technology Advisory Council

Date: **January 12, 2009** Time: **4:00 – 5:00** Location: **4.100 Administration Building**

Members Present: Celia Bailey-Ochoa, Ralph Farr, Brett Kirkpatrick, Barb Petit, Trish Richard, Scott Livanec, Norbert Herzog

Members Absent: Mike Hill, Lynsey Proctor, Michael Wang, Don Prough, Cameron Slocum, Brian Berlin, Jimmy Clark, Michael J. Bourdeau, Rick McFee, Brett Kirkpatrick, Barb Petit, Trish Richard

Guests: Todd Leach, Information Services, Director of IS Operations
Mike King, Information Services, Director of Enterprise Services

Meeting Leader: Ralph Farr

Topic/Context	Key Points in Decision-Making Process	Decision/Follow-up
Review of Minutes	N/A	
WebCT	<p>Embella - immediate issues</p> <ul style="list-style-type: none"> • One of the two Embella servers is presently down and we are attempting to rebuild • Do not have staff, internal or external, to update Authorware courses. Suggest freezing updates until new system is live 9/1/09. • Compatibility problems with Authorware and Internet Explorer are continuing • Authorware no longer supported by Adobe <p>WebCT Solution</p> <ul style="list-style-type: none"> • Possible interim replacement for Embella until PeopleSoft or other alternative is funded • Will provide same level of functionality as Embella (as we have it now, not with expanded capabilities requested) • Share the system with GSBS, SOM & SON, but add a second server to increase capacity • Course assignments and the enrollment quiz would be done via a web interface we develop • Must convert Authorware courses to Adobe Presenter – same application which would be used with PeopleSoft • Reporting will be written in-house and delivered via the course assignment tool • How to convert courses to Adobe Presenter <ul style="list-style-type: none"> ○ Course owner makes conversion in a PPT template ○ PBL appointment(s) out of RIF pool for conversions • Additional Costs <ul style="list-style-type: none"> ○ 10,000 additional licenses for WebCT- \$14k ○ Second Server - \$5-8k ○ Course Conversion 	
Xythos	<ul style="list-style-type: none"> • What is Xythos? <ul style="list-style-type: none"> ○ Web-based Document Management system 	

	<ul style="list-style-type: none"> ○Provides workflow routing and audit trail ○Facilitates file exchange with customers internal and external to UTMB ○Access to files anywhere without VPN and without installing any software ○Users provision access to their own files ○Trusted users for a collaboration/departmental share will provision access for their group. ● How will users get a Xythos account? <ul style="list-style-type: none"> ○When the user logs in to the system for the first time, the account is automatically created ○Collaboration/Department shares must be requested by completing an online form. ● Presently Piloting with users in the following areas – Students (4), Researchers (2), Audit (2), Provost office (5), Public Affairs (2), IS (18) ● Issues before go-live <ul style="list-style-type: none"> ○User training materials not complete – RIF has extended time to develop materials ○Drive client – maps Xythos to a letter drive like your S: drive, but there are issues with the vendor delivered product. Once they resolve the major issues it will be rolled out. ● Go-live Plan <ul style="list-style-type: none"> ○Rollout to Students in March – each will get 5GB of storage at no cost ○Rollout to Faculty/Staff in April – each will get 10GB of storage at no cost ○Rollout to Collaboration/Departmental groups in April – each will get 10GB of storage at no cost ● Additional storage is available at the standard \$6 GB/year ● Long-term goals <ul style="list-style-type: none"> ○Disaster recovery – will be available from Arlington Data Center, May 09, in case of hurricane ○Records retention tool – will build adapter in FY10 to automatically retain documents dropped into appropriate folder 	
<p>Next steps:</p>		<p>Next meeting: Monday, February 9, 2009.</p>