

*University of Waterloo*  
**COMPUTING TECHNOLOGY AND SERVICES COMMITTEE**  
**NOTICE OF MEETING**

DATE: Monday, August 17, 2009  
TIME: 2:00pm – 3:30pm  
PLACE: LIB 428

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**AGENDA**

1. Introductions
  - A brief description of our respective responsibilities
2. Chair's Remarks
3. Review CTSC's Terms of Reference
4. Review Changes to UCIST
5. Review IT Task Force's CTSC-Related Recommendations and Plan Next Steps
  - The development of a compendium of IT expertise at UW
  - The development of a 'library' of best practices in IT service solutions
  - Develop a set of preferred configurations of desktop equipment
  - Develop a strategy to encourage all faculty and staff to adhere to preferred configuration and to have their computers managed
  - Review the development or acquisition of new information technologies that have potential for campus-wide impact
  - Address the problem of unclear lines of authority and make recommendations for clarification of IT responsibilities
  - Address issues of non-compliance where policy directives are clear, but have not been adhered to
  - Address the issue of single points of failure within units
  - Review backup costs to determine whether the fee schedule can be revised
  - Determine which of the existing technical committees should remain as advisory bodies
6. Other Business
  - Distribution of minutes?
  - How often to meet?
7. Next CTSC Meeting

/mlc  
August 11, 2009

Melissa Conrad