

**UNIVERSITY OF CHICAGO BIOLOGICAL SCIENCES DIVISION
RESEARCH INFORMATICS TECHNICAL POLICY COMMITTEE
MEETING SUMMARY**

MEETING DATE: December 13, 2013

Committee Members		Ex-Officio Members
<input checked="" type="checkbox"/> Robert Grossman, Chair	<input type="checkbox"/> John Moses	<input checked="" type="checkbox"/> Suzi Birz (by phone)
<input type="checkbox"/> Paul Chang	<input type="checkbox"/> Prasanna Nippani	<input checked="" type="checkbox"/> Hannah Lawrence
<input type="checkbox"/> Tyler DeNormandie	<input checked="" type="checkbox"/> Don Saner	<input checked="" type="checkbox"/> Plamen Martinov
<input checked="" type="checkbox"/> Roger Engelmann	<input checked="" type="checkbox"/> Sam Volchenbom	<input checked="" type="checkbox"/> Caitlin Pike
<input type="checkbox"/> Rajan Gopalakrishnan		

Agenda

Topic	Key Points	Action Items
1. Minutes Approval	<ul style="list-style-type: none"> ▪ October 18, 2013 Meeting Minutes were presented for approval. 	<ul style="list-style-type: none"> ▪ The minutes were approved.
2. BSD Encryption Procedures	<ul style="list-style-type: none"> ▪ Dr. Grossman clarified the context in which the encryption guidelines are being presented. <ul style="list-style-type: none"> ○ The guidelines are developed by the Chief Research Informatics Officer (CRIO) and its associated governance structure. The Office of the CRIO serves as the equivalent of an "Office of the CIO" for the BSD. ○ Once finalized, the encryption guidelines will be presented to the Dean and Dean for Research and Graduate Education with the recommendation that the Dean announce this jointly with the CRIO to the BSD. ○ CRIO-proposed guidelines for the BSD will be consistent with University and University of Chicago Medicine policies and CBIS technical requirements. ○ As one unit of the Office of the CRIO, the Center for Research Informatics will provide technical expertise for this project, but will not be responsible for enforcement. ○ The current expectation is that Dean Polonsky, Dr. Gilliam (Dean for Research and Graduate Education), and Chris Kops (VP and Associate Dean), will develop a process for implementation once guidelines are agreed upon. ▪ The Committee discussed the proposed guidelines as outlined in the document "Office of the CRIO: BSD Laptop Encryption Guidelines." 	<ul style="list-style-type: none"> ▪ Clarify guidelines regarding whether users are required to run Identify Finder or can self-report whether sensitive data is on their laptops. ▪ Create a separate website for the CRIO, on which the encryption guidelines will be posted. ▪ Schedule meeting for Dr. Grossman with Dean Polonsky and Dean Gilliam and others as determined by the Dean. Agenda will include: presentation of proposed guidelines, implementation and enforcement, anticipated costs, whether implementation will be through departments or temporary central staff, and the impact of any discrepancies

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	<ul style="list-style-type: none"><li data-bbox="488 275 1105 485">▪ The Committee briefly discussed the question of to what degree the CRI will be involved in implementation of the guidelines, but determined that such discussion was premature, as the framework for implementation will be decided upon by the Dean.	between BSD and CBIS technical requirements.