



University of Houston - Victoria

2007 INFORMATION RESOURCES DEPLOYMENT REVIEW
DECEMBER 1, 2007

This document was developed by the Texas Department of Information Resources based on information submitted by UHV, as required by the Information Resources Management Act (Ch. 2054, Texas Government Code)

INTRODUCTION

BACKGROUND

In an effort to streamline and align the planning, reporting and review of the state's information resources, House Bill 1788 of the 80th Legislature made several changes in the agency IR reporting process. One significant change was to integrate planning content of the previous Agency Information Resources Strategic Plan (IRSP) into the overall Agency Strategic Plan (ASP). Other agency IR reporting requirements, many of which were contained in the IRSP, have been realigned into a new biennial report called the Information Resources Deployment Review (IRDR).

The Information Resources Deployment Review is intended to provide a review of the operational aspects of each agency's information resources deployment, in support of the agency's mission, goals and objectives. Another important aspect of the review is how the agency's IR deployment supports the state's IR direction as expressed in the State Strategic Plan for Information Resources Management (SSP). Finally, the review is intended to assess agency compliance with the state's IR-related statutes, rules and standards.

ORGANIZATION

The 2007 IRDR is organized in four parts:

Part 1, Agency Environment, provides general information about the agency's information resources environment.

Part 2, Support of SSP Goals and Objectives, describes how the agency's IR deployment supports, and is supported by, the statewide objectives contained in the 2005 State Strategic Plan.

Part 3, Compliance with State Standards, describes the status of the agency's compliance with key IR-related statutes, rules, and standards.

Part 4, Major Databases and Applications, provides a high-level description of the agency's mission critical software applications and their supporting databases.

PART 1: AGENCY ENVIRONMENT

1.1 INFORMATION RESOURCES MANAGEMENT

- 1.1.01 Describe the IRM's business role, including alignment of business and technology and the development of the agency strategic plan (state agencies only) and/or requests for funding through the legislative appropriations request process (LAR).

The IRM is a member of the President's Cabinet, the primary administrative decision-making body of the university. The IRM is also a member (non-voting) of the Academic Council, the primary academic decision-making body of the university. The IRM makes an annual formal presentation for funding to the Budget Committee which is included in the university's submission for funding through the legislative appropriations request process.

- 1.1.02 Does the agency's IRM also serve as IRM for one or more other agencies?

No

- 1.1.02a List the additional agency or agencies (please use standard agency acronyms).

(Not Answered)

- 1.1.03 What is the status of implementing a Business Continuity Plan for your agency? (encouraged, though not required, in TAC 202.24, 202.74)

Implemented

- 1.1.04 Does the agency have a policy regarding telecommuting or AWA (alternate workplace arrangements) that allows employees to work one or more days per week at home or at alternate locations?

Yes

- 1.1.05 Does the agency incorporate telecommuting or alternative workplace arrangements in its disaster recovery and/or business continuity plans, related to potential scenarios which could limit the use of central facilities?

Yes

- 1.1.06 Please describe your agency's current or planned use of new Internet-based communication technologies such as instant messaging, blogs, and wikis, including any policies in place for ensuring their proper use. IHEs should not include academic uses of these technologies in your description.

Only experimental use of these technologies is being implemented. One department uses blogs for internal communications purposes, but limits its access to departmental employees only.

1.2 E-LEARNING

- 1.2.01 What training delivery methods did your agency utilize in FY06/07? Choose all that apply.

Packaged/subscription courses delivered via internet, intranet, or CD/DVD

Traditional Classroom (standard instructor-led, face-to-face training)

- 1.2.02 What training delivery methods does your agency utilize, or plan to utilize, in FY08/09? Choose all that apply.

Packaged/subscription courses delivered via internet, intranet, or CD/DVD

Traditional Classroom (standard instructor-led, face-to-face training)

- 1.2.03a FY06 Training Completions -- Traditional Classroom Training:

926

1.2.03b FY06 Training Completions -- Computer-Based Training:

15

1.2.04a FY07 Training Completions -- Traditional Classroom Training:

1240

1.2.04b FY07 Training Completions -- Computer-Based Training:

400

1.2.05a Percent of FY07 Training that were employees of this agency:

100

1.3 GEOGRAPHIC INFORMATION SYSTEMS

1.3.01 Does any part of your agency operationally use Geographic Information Systems (GIS) technology?
IHEs should not consider academic or research use in your answer.

No

1.3.01b If your agency provides any Web mapping services on the Internet, please identify them and provide the URLs.

(Not Answered)

PART 2: SUPPORT OF SSP GOALS AND OBJECTIVES

2.1 DATA CENTER SERVICES

2.1.01 Does the agency maintain a written disaster recovery plan for information resources?

Yes

2.1.02 If the agency maintains a written disaster recovery plan, describe its scope and status. OR, if the agency does NOT maintain a written disaster recovery plan, describe the strategy and timeline for developing and implementing one.

The university maintains a Business Continuity Plan, which establishes operational concepts and identifies tasks and responsibilities required to carry out emergency management and recovery. It describes the university's emergency management organization, indicates who is expected to do what, when and where, to the extent possible, and defines the specific duties and responsibilities of departments and key positions and provides for response and recovery actions. The plan is intended to provide for flexibility of methods, operations, and actions needed to facilitate a return to normal operations. The plan incorporates guidelines, best practices and recommendations of the Governor's office, State Office of Risk Management, UH System, and the university community. It's scope addresses events that can be classified as emergencies (natural disasters, fire, hurricane, flooding, severe weather, pandemics), technological incidents, including physical plant, electronic data processing and telecommunications disruptions, and geographic/proximity incidents including BioLab hazardous material incidents, petrochemical plant explosions, truck or rail chemical spills and radioactive releases from nuclear power plants in Bay City and Houston

2.1.03 Estimate the number of physical servers your agency operates. Count each blade server separately. Do not count "virtual servers." Do not count servers that are managed under the Data Center Services contract. IHEs should count only those servers which are centrally managed. Enter a number.

47

2.1.04 How many mainframe computers (see Glossary for definition) does your agency operate? Do not count mainframes managed under the Data Center Services contract. IHEs should count only those mainframes which are centrally managed. Enter a number.

0

2.2 SECURITY

2.2.01 Does the information security officer (ISO) have additional job titles/responsibilities?

Yes

2.2.01a What are the additional job titles/responsibilities?

Network Administrator. Additional job responsibilities include: network infrastructure design, network administration, network maintenance, testlab implementation and utilization, and new technology implementation.

2.2.02 To whom does the ISO report in the agency?

Information Resources Manager

2.2.03 Who in the agency is primarily responsible for setting security policy?

Information Resources Manager

2.2.04 Who in the agency is primarily responsible for reviewing/approving projects for security features?

Information Security Officer

2.2.05 Who in the agency is primarily responsible for analyzing agency security risks?

Information Security Officer

2.2.06 Who in the agency is primarily responsible for determining budget requirements to address security risks?

Information Resources Manager

2.2.07 Who in the agency is primarily responsible for identifying cyber security violations?

Information Security Officer

2.2.08 Is security funding set by analyzing risks and determining the appropriate investment needed to address the risks?

Yes

2.2.09 Does the agency budget include security-specific funding levels as a percentage of either the overall agency budget or the technology budget?

No

2.2.10 Does the agency budget include line item(s) for security training and/or education?

No

2.2.11 What is the agency level of security funding as a percentage of overall IT funding?

Unknown

2.2.12 What is the status of the agency's capabilities in the area of automated security tools, including patch management, risk assessment, and incident reporting?

Planned within the next 1 to 3 years

2.2.13 What is the status of the agency's capabilities in the area of computer incident response mechanisms and related training?

Currently in place

2.2.14 What is the status of the agency's capabilities in the area of cyber vulnerability detection and remediation methods?

Planned within the next 1 to 3 years

2.2.15 Are security staffing levels sufficient to meet statutory requirements and agency needs?

Yes

2.2.16 What is the status of the agency's capabilities in the area of security training and awareness programs for all levels of the organization (users, management, technology professionals, and security professionals)?

Currently in place

2.3 SHARED NETWORKS

2.3.01 What is the agency's Voice Network Infrastructure upgrade status?

No plans to upgrade at this time

2.3.01a In the agency's Voice Network Infrastructure upgrade plan, has the agency considered (or will it consider) a shared service arrangement through DIR to support agency efforts in this area?

(Not Answered)

2.3.02 What is the agency's Data Network Infrastructure upgrade status?

Plan to upgrade within one year

2.3.02a In the agency's Data Network Infrastructure upgrade plan, has the agency considered (or will it consider) a shared service arrangement through DIR to support agency efforts in this area?

No

2.3.03 What is status of any Voice over Internet Protocol (VoIP) initiative in the agency?

Evaluating VoIP

2.3.03a Has the agency considered (or will it consider), or will it consider, a shared service arrangement through DIR to support agency VoIP efforts?

No

2.3.04 What are the agency's plans for Interactive Voice Response (IVR)?

No plans to adopt IVR

2.3.04a Has the agency considered, or will it consider, a shared service arrangement through DIR to support agency IVR efforts?

(Not Answered)

2.3.05 What is the status of any telephone call center in the agency?

No plans to implement a call center

2.3.05a Has the agency considered, or will it consider, a shared service arrangement through DIR to support agency call center efforts?

(Not Answered)

2.3.06 What is the status of any video conferencing system in the agency?

Utilize a shared video conferencing system among a number of institutions of higher education

2.3.06a Has the agency considered, or will it consider, a shared service arrangement through DIR to support agency video conferencing efforts?

(Not Answered)

2.3.07 What is the status of any wireless data service initiative in the agency?

Have an operational wireless data service

2.3.07a Has the agency considered, or will it consider, a shared service arrangement through DIR to support agency wireless data service efforts?

No

2.3.08 Does the agency use TEX-AN contracts for purchasing telecommunications services? Note: IHEs are not required to procure through TEX-AN.

Sometimes

2.3.08a What is the agency's rationale for purchasing these services through other sources?

To gain high bandwidth services in our remote area at an affordable cost, we have contracted through interagency contract with the Lonestar Educational and Research Network (LEARN) to provide connectivity to the Southeast Texas Gigapop in Houston. We continue to use Tex-An lines as backup connections to the same site.

2.3.09 Estimate the number of agency-owned cellphones currently in use (do not include personal digital assistants, or PDAs). Enter a number.

0

2.3.10 Estimate the number of agency-owned PDAs (personal data assistants) currently in use. Enter a number.

6

2.4 SHARED APPLICATIONS

2.4.01 Does the agency currently take, or would it be interested in taking payments for services over the Internet?

Agency currently offers this service

2.4.01a What payment services vendor does the agency use? What is the agency plan for receiving payments, including any provisions for security and performance measures?

Yourmembership.com

2.4.01b Describe any barriers or limitations that could inhibit the taking of payments for agency services over the Internet.

Until we can implement a process using a vendor such as Paypal, we must maintain a manual process .

2.4.02 Does the agency currently collect, or would it be interested in collecting fees or fines over the Internet?

Agency has no need or interest in this service

2.4.03 Does the agency currently offer or accept online applications or forms that can be filled in and transferred to the agency over the Internet?

Yes

2.4.03a Does the agency require a mailed copy of the application or form with a signature?

No

2.4.04 Does the agency currently take, or would it be interested in taking, applications through IVR via the telephone?

Agency has no need or interest in this service

2.4.05 What is the approximate number of e-mail mailboxes currently in use within the agency?

5,001+

2.4.06 What e-mail rich client type is used on the majority of desktops within the agency?

Microsoft Outlook

2.4.07 Is the agency planning an upgrade of its current e-mail/messaging system in FY2008-09 (maintenance renewal, upgrade, or replacement of an existing messaging system) at a cost of \$50,000 or more?

No

2.4.08 Does the agency currently offer, or is it interested in offering, event registration over the Internet?

Agency currently offers this service

2.4.08a Describe the types of events for which the agency offers, or is interested in offering registration over the Internet.

We currently offer event tickets and event registration through our UHVconnect services with Yourmembership.com

2.4.09 Does the agency currently manage, authorize, and/or issue grant monies over the Internet to other governmental entities, public service organizations, or citizens?

No

2.5 INFORMATION TECHNOLOGY COMMODITIES

2.5.01 How does the agency benefit from the Cooperative Contracts Program? Choose all that apply.

Agency could get better pricing through other means

Actual monetary savings

2.5.02 Describe the agency's experience with the Cooperative Contracts Program.

Our Purchasing Department considers the Cooperative Contracts Program as an option as part of their process.

2.5.03 Describe any strategies used by the agency for acquiring technology and/or non-technology goods and services that could provide a best practices model for the state's information and communications technology procurement processes and practices, such as reverse auctions and external contracting.

None.

2.6 STATE PROJECTS

2.6.01 What is the status of implementing a standard project management methodology for technology projects in the agency?

Not Implemented and Not Planned

2.6.02 What is the status of implementing a standard program management methodology for technology projects in the agency?

Not Implemented and Not Planned

2.6.03 What is the status of implementing a standard portfolio management methodology for technology projects in the agency?

Not Implemented and Not Planned

2.6.04 Does the project/program/portfolio management methodology define the sequence of activities (the project life cycle) necessary to complete the project?

Not Applicable

2.6.05 Does the project/program/portfolio management methodology monitor and control key project activities?

Not Applicable

2.6.06 Does the project/program/portfolio management methodology document successes and failures and determine how future projects will benefit from these findings?

Not Applicable

2.6.07 Does the project/program/portfolio management methodology verify that project risks are identified?

Not Applicable

2.6.08 Does the project/program/portfolio management methodology ensure that costs and benefits for the project have been identified?

Not Applicable

2.6.09 List any automated tools being used for project/program/portfolio management (Enter "None" if no automated tools are being used).

None

2.6.10 What is the status of implementing a standard system development life cycle (SDLC) in the agency?

Not Implemented and Not Planned

2.6.11 If the agency has implemented an SDLC methodology, does it incorporate the Texas Project Delivery Framework SDLC deliverable templates and guidelines?

Not Applicable

2.6.12 What is the status of implementing a standard product and/or service performance management process for use by all technology projects in the agency?

Not Implemented and Not Planned

2.6.13 Describe any performance management products and/or services the agency has implemented, or is planning. Specify any "best practices" elements, including tools used or developed.

We are currently not using any performance management products or services at this campus. As for best practices, due to our size and location, as well as the ability of our sister institution to provide support for all major applications for our campus, we believe this is the best practice for us.

2.6.14 What is the status of implementing a standard requirements management process for the agency?

Not Implemented and Not Planned

2.6.15 What is the status of implementing a standard project change control/ change management structure and process for the agency?

Not Implemented and Not Planned

2.6.16 What is the status of implementing a standard configuration management process for the agency?

Not Implemented and Not Planned

2.6.17 Describe current requirements management, change control/management and configuration management practices and status, along with future plans in these areas. List any automated tools used.

All major applications for UH-Victoria are provided and managed by the University of Houston. No major software applications requiring requirements management, change control/management and configuration management practices is functioning on this campus.

2.6.18 Does the agency use the Texas Project Delivery Framework (deliverable templates and instructions)? Choose all that apply.

No, Framework is not being used

2.6.19 Describe the benefits and/or any recommendations or challenges associated with use of the Framework templates and instructions.

None.

2.6.20 DIR has established a Statewide Project Delivery Educational Series. Does the agency have a training need in the following areas? Choose all that apply.

Portfolio and project governance

Portfolio and project management practices

2.6.21 Has your agency implemented a methodology that integrates contract management and project management practices?

Not Implemented and Not Planned

2.6.22 Has your agency implemented a project classification method (e.g., classification by project size, technology, or budget) for technology projects?

Not Implemented and Not Planned

2.7 BUSINESS AND TECHNOLOGY ARCHITECTURES

2.7.01 Does your agency have a formal business/technology governance process in place at any of these levels? Choose all that apply.

Enterprise level governance

2.7.02 If an agency plan is in place for improving the alignment of business and technology in terms of communications and interaction, how is it managed?

Technology Divisions/Units (including IRM and technology directors)

2.7.03 Describe current collaborations with other agencies, institutions of higher education and/or local governments.

UH-Victoria currently collaborates with the University of Houston for providing all major administrative applications processing (PeopleSoft) and support for on-line course delivery systems (WebCT). We also collaborate with the Victoria College and the City of Victoria and County of Victoria for automated Library computing. We are also significantly involved in the operations of two Multi-Institutional Teaching Centers, located in Sugar Land and Cinco Ranch, which is a shared teaching site for all four institutions of the University of Houston System.

- 2.7.04 Describe significant interoperability constraints and requirements that exist with other agencies, local or federal government, and institutions of higher education, stakeholder groups, or private sector entities. These include systems and/or applications outside the agency with which data must be integrated and/or shared.

By far, our biggest constraint in interoperability working with other agencies is in the time it sometimes takes to get agreements completed or services delivered.

- 2.7.05 Describe any potential interoperability opportunities that could add value within the agency or outside the agency. Include any best practices you have used or have identified in this area.

The terms of best practices, the recent connection to the LEARN network has improved our ability to keep up with the demands of our users.

2.8 ENHANCE VALUE OF STATE REVIEWS

- 2.8.01 Describe the extent to which the agency experiences redundancies in technology reporting to oversight agencies and groups, including LBB, Comptroller of Public Accounts, Contract Advisory Team, DIR, and/or the Quality Assurance Team.

We report data to the following agencies, some of which is redundant: DIR, LBB, SACS, and EDUCAUSE. The amount of redundant data is slowly getting better with each reporting cycle.

- 2.8.02 Describe the extent to which the agency experiences inconsistent technology terminology and definitions among different oversight agencies.

Only on occasion. The only item that I'm aware of as I complete this report is the reporting of training. On some reports, we submit contact hours of training, on some we report the number of classes, and in this report, the number of completions. It isn't a big problem, but would make it easier if only one method of counting was required.

- 2.8.03 Describe challenges in technology reporting to oversight agencies, including manual reporting requirements and/or the inability to directly export existing datasets.

The primary challenge in reporting to oversight agencies has been with the LBBs ABEST system, which consistently logs users off without notice and with loss of entered data, and is difficult to navigate for data entry.

- 2.8.04 Describe any other challenges the agency faces in reporting technology information to oversight agencies.

The requirement of this report to be submitted with the agency head can be problematic for logistical as well as informational reasons.

- 2.8.05 Describe the agency's approach to technology asset management. Indicate if automated tools are used to discover, track, and/or manage asset usage and status information. Technology assets include hardware, software, licenses, and service contracts.

Hardware is primarily managed by tracking using property tags and a property inventory database. An annual inventory is accomplished with campus-wide involvement. Software is tracked using Microsoft SMS to determine compliance with license limits.

2.9 ENHANCE VALUE OF ELECTRONIC DATA

- 2.9.01 What types of automated tools does the agency currently use to manage data and information? Choose all that apply.

Document management

Imaging systems

- 2.9.02 Describe the agency's strategy (best practices) for creating, retaining, and disposing of electronic records as detailed in the Electronic Records Standards and Procedures [13 TAC §§6.93-6.97].

Records are created as needed and saved in the document imaging system (LaserFiche) for the time required based on our records retention policy. Paper documents are destroyed after a limited amount of time and when the electronic document is verified as official.

- 2.9.03 Describe the agency's strategy (best practices) for ensuring that electronic records in its custody that have historical value to the state are properly preserved [TGC §441.186].

The responsibility of ensuring the preservation of electronic records is maintained with the department that is responsible for scanning and storing those documents.

- 2.9.04 Describe the agency's strategy (best practices) for protecting the citizens' personal data in content that is published on the agency's Web site or on publicly available information systems.

Personnel data posted on our web site is limited to business contact information only. No personal data is posted without the individual's consent.

- 2.9.05 Has your agency designated an Accessibility Coordinator?

No

- 2.9.06 How does your agency test new and changed agency Web page/site designs for accessibility compliance? Choose all that apply.

Validation tools

Manual testing

Upon modification of existing design or functionality

Upon development of new design or functionality

Scheduled review cycle

When a problem is identified

- 2.9.07 How does your agency test new and changed agency Web-based applications for accessibility compliance? Choose all that apply.

Validation tools

Manual testing

When a problem is identified

- 2.9.08 Who performs accessibility compliance testing? Choose all that apply.

Agency Web/application design staff using test and evaluation tools

PART 3: COMPLIANCE WITH STATE STANDARDS

DIR requested a statement of the current status of implementation of specific technology-related statutes and rules. For each requirement, the possible answers were either "implemented", "in progress", "planned", "not planned", or "not applicable". In instances of "in progress" and "planned", DIR further requested an estimate of the month and year when the requirement will be implemented.

3.1 SECURITY

3.1.01 The agency head or a designated representative must review and approve ownership of information resources and their associated responsibilities.	Implemented
3.1.02 Each agency must have annual reviews of their security program for compliance with the TAC 202 Security Standards.	Implemented
3.1.03 Each agency must perform a security risk analysis of information resources.	Implemented
3.1.04 Each agency must have documented Physical Security measures in place.	Implemented
3.1.05 Each agency must take measures to ensure that designated confidential information is accessible to only authorized users.	Implemented
3.1.06 Each agency must have controls in place to ensure that test functions for systems development, acquisition and testing are either physically or logically separated from production functions.	Implemented
3.1.07 Each agency must establish a perimeter protection strategy.	Implemented
3.1.08 All authorized users of agency information resources must be required to formally acknowledge that they will comply with security policies and procedures before they are granted access to information systems.	Implemented
3.1.09 Each agency must create, distribute, and implement information security policies.	Implemented
3.1.10 Each agency must use the network security services provided through DIR's NSOC to the fullest extent possible and may not purchase network security services unless DIR cannot meet the agency's requirements at a comparable cost. (NOTE: Use of the NSOC by IHEs is subject to approval by ITCHE.)	Not Applicable
3.1.11 All System Identification/Logon Banners must have the appropriate warning statements.	Implemented
3.1.12 Each agency must remove restricted personal information from any associated storage device before selling or transferring data processing equipment to a person who is not a state agency or other agent of the state.	Implemented

3.2 WEB SITES

3.2.01 Each agency must develop and publish an accessibility policy for its Web site(s) and/or Web pages that addresses all required elements.	Implemented
3.2.02 The home page of a state Web site, and key public entry points, must include an "Accessibility" link to, or a "Site Policies" link to a Web page that contains the agency's accessibility policy, site validation (e.g., Section 508), contact information for the agency's accessibility coordinator, and a link to the Governor's Committee on People with Disabilities Web site.	Implemented
3.2.03 Each agency must publish a privacy and security policy for its Web site and post a link to the policy from its home page, or a "Site Policies" page that addresses all listed standards.	Implemented
3.2.04 Each agency that has a Web site that requires user identification must conduct a transaction risk assessment and implement appropriate privacy and security safeguards prior to providing access to information services on the site.	Implemented
3.2.05 Any Web-based form that requests information from the public must have a link to the associated privacy and security policy.	In Progress
3.2.06 Each agency must comply with listed standards related to (1) linking to, using, or copying information from agency Web sites, and (2) protecting the personal information of members of the public who access agency information through agency Web sites.	Implemented
3.2.07 All key public entry points must comply with listed standards applicable to linking to agency Web sites.	Implemented

3.3 ACCESSIBILITY

3.3.01 Each agency must comply with listed standards for accessibility when developing or procuring software applications and operating systems.	Implemented
3.3.02 Each agency must comply with listed standards for accessibility when developing or procuring telecommunications products or systems.	Implemented
3.3.03 Each agency must comply with listed standards for accessibility when developing or procuring video and multimedia products.	Implemented
3.3.04 Each agency must comply with listed standards for accessibility when developing or procuring self-contained, closed products. These are products that generally have embedded software and are commonly designed in such a fashion that a user cannot easily attach or install assistive technology such as information kiosks and information transaction machines, copiers, printers, calculators, fax machines, and other similar products.	Implemented
3.3.05 Each agency must comply with listed standards for accessibility when developing or procuring desktop and portable computers.	Implemented
3.3.06 Each agency must comply with listed standards for accessibility when developing functional performance criteria for a mode of operation and information retrieval.	Implemented
3.3.07 Each agency must comply with listed standards for accessibility of information, documentation, and support.	Implemented
3.3.08 Unless an exception is approved by the executive director of the agency pursuant to TGC Chapter 2054.460, all electronic and information resources products developed or procured by the agency for each project begun after August 31, 2006 must comply with the applicable provisions of this subchapter.	Implemented

3.4 GEOGRAPHIC INFORMATION SYSTEMS

- 3.4.01 The agency must coordinate in advance with the Texas Geographic Information Council on expenditures of over \$100,000 to acquire, enhance, or develop a GIS base map dataset.
- 3.4.02 If the agency originates or adds content to a digital geospatial dataset and distributes it to other agencies or the public, it must offer the dataset in at least one format which is readily usable by a variety of GIS software packages.
- 3.4.03 If the agency acquires a federal or other public domain geospatial dataset, it must make it available to other agencies and the public via the agency's Web site and/or the Texas Natural Resources Information System.
- 3.4.04 If the agency originates or adds content to a digital geospatial dataset and distributes it to other agencies or the public, it must prepare standardized metadata documentation for each dataset, and distribute this metadata with the dataset.
- 3.4.05 If the agency generates or contracts for positional data using field measurement techniques, it must utilize the North American Datum of 1983 (NAD83) for horizontal positional data and the North American Vertical Datum of 1988 (NAVD88) for vertical elevation data.

Not Applicable

Not Applicable

Not Applicable

Not Applicable

Not Applicable

3.5 ADDITIONAL STANDARDS

3.5.01 Each agency shall provide that its information resources manager is part of the agency's executive management and reports directly to a person with a title functionally equivalent to executive director or deputy executive director.	Implemented
3.5.02 Each agency's IRM shall meet or exceed the IRM continuing education requirements.	Implemented
3.5.03 Unless it is an institution of higher education, each agency must purchase IT commodity items in accordance with contracts developed by DIR or obtain an exemption.	Implemented
3.5.04 If the agency receives information resources technologies under a contract from another state entity, it must solicit bids or proposals for the procurement of such technologies by giving public notice of a request for proposals or a request for bids.	Implemented
3.5.05 Each agency must manage electronic records according to the Electronic Records Standards and Procedures adopted by the Texas State Library and Archives Commission.	Implemented
3.5.06 Each agency must ensure that electronic records in its custody that have historical value to the state are properly preserved	Implemented
3.5.07 The agency must adhere to the published standards when wiring or rewiring state-owned or state-leased space.	Implemented
3.5.08 If the agency holds an open or closed meeting by video conference call, the systems used must comply with the approved standards.	Implemented

PART 4.1: DATABASE PORTFOLIO

The following information is provided for each of the databases that are managed by UHV's CIO or IRM and that hold "of record" information. "Of record" information includes any data or information that is official, may be reported to oversight agencies, or is required to meet the mission, goals, and objectives of UHV. Databases that hold copies or replications of data used for analysis or reporting are not included.

4.1.01 Database Name

4.1.02 DBMS and Version

4.1.03 Database Purpose

4.1.04 Data Models, Data Dictionaries, and Taxonomies

4.1.05 Associated Applications

4.1.06 Analysis and Reporting Tools/Versions

4.1.07 Data Sharing and Data Exchange

4.1.08 Age of Database

PART 4.2: APPLICATION PORTFOLIO

As a State Institution of Higher Education, UHV has recently provided information about its major software applications to DIR, and so has been exempted from the requirement to complete this section of its IR Deployment Review.

4.2.01 Application Name

4.2.02 Application Type(s)

Data Warehousing/Business Intelligence

ERP/Human Resources

Citizen-Facing Core Business Application

ERP/Financial

Internal-Facing Core Business Application

Help Desk

CRM

4.2.03 Application Purpose

4.2.04 Application Platform

4.2.05 Programming Language(s)

4.2.06 Age of System

4.2.07 Interoperability Description and Constraints

*End of UHV's
Information Resources Deployment Review*