In response to “A New Model for Change within the University of Wisconsin System: Report of the President’s Advisory Committee,” the Common Systems Review Group\(^1\) addressed Recommendation #14: “Review common IT systems to determine needs and priorities” at its annual retreat on September 20-21, 2011.

The members of the Common Systems Review Group (CSRG) affirmed the principle that working together on large enterprise systems is more efficient and cost effective than implementing and operating individually, and that CSRG is an exemplar of what works well in the UW System.

The members discussed the process of assessing annual production budgets, priorities, and new project proposals. Over the years, CSRG has developed a “roadmap” that articulates principles and priorities for choosing projects and funding operations and upgrades. The committee has developed a set of templates aligned with the principles and priorities which all funding requesters must complete. While far from perfect, the roadmap and templates provide the CSRG with tools to help decide priorities among many proposed projects. A greater challenge inherent in common systems is trying to align individual institutional priorities with the overall priorities and choices of all the institutions as a group. The members agreed that balancing special business needs of individual institutions with the generic needs of the whole remains a challenge which CSRG must continue to address.

The CSRG has developed a rigorous budget process for assessing operational budget requests each year. System staff monitor all operational and project budgets and report back to the CSRG quarterly. A great deal of progress has been made on budget decisions and budget tracking since the inception of CSRG. The CSRG agreed on the following deliverables and action items in response to *New Model for Change within the UW System*:

- Restate the commitment to continued engagement with the Chief Business Officers, Chief Information Officers, Provosts, and Chief Student Affairs Officers in relation to setting IT priorities and the CSRG budget process.
  - *Members of the CSRG will meet with the four constituent groups to review the FY 2013 CSRG draft budget for comment before it goes to the chancellors for approval.*
- Continue to have the meeting summaries accurately capture the work of the Common Systems Review Group
  - *The CSRG meeting schedule is posted on the OLIT CSRG web site.* : [http://cs.uwsa.edu/documents/default.aspx](http://cs.uwsa.edu/documents/default.aspx)

\(^1\) The complete roster of CSRG members is attached.
Meeting summaries are shared and approved by CSRG membership and available by request.

- Review and update the “Common Systems Roadmap” annually
  - The Common Systems Roadmap is available at: [http://cs.uwsa.edu/documents/default.aspx](http://cs.uwsa.edu/documents/default.aspx)
- Continue to engage and support the academic side of UW System institutions
  - Five of the Fourteen UW institutions are currently represented by the Chief Academic Officer.
- Reaffirm the common system approach
- Review and confirm the committee structure
  - The committee structure was reviewed at the 2011 CSRG Retreat
- Use technology to bring others into the conversation
  - CSRG is committed to utilizing videoconferencing technology to enable more campus constituents to participate in meetings at the invitation of the institutional CSRG representative.