

Business Technology Advisory Council Meeting Minutes

August 31, 2015 (Monday)

2:00pm – 3:00pm. Barge 412

Present: Tina Short, Jamie Thomas, Joy Corbett, Chris Huss, Sarah Swager, Lindsey Brown, Adrian Naranjo, Kelley Christianson, Kathy Gaer-Carlton, Sue Noce, Steve Wenger, Joel Klucking, Lindsey Ulrich, Leah Valverde, Todd Mildon, Tim McGuire, Greg Williams, Staci Sleigh-Layman, Dan Matthews, Doug Ryder, Brock Brown. **Absent:** John Swiney, Bill Yarwood.

Agenda Items:

Solution Request:

Move Training Summary into Pagelet on Manager Tab (Leah Valverde)

HR would like to move the training summary of a supervisor's employees within the Manager Tab. This would allow easy access and viewing to see who is up-to-date on their training. IS was already working on the fix and the new functionality is now successfully working in MyCWU. Leah came to say thank you for the fix.

Transcript Import Process (Lindsey Brown)

Community and Technical Colleges in Washington State have changed the way they send electronic transcripts. CWU needs to modify the way they load transcripts to ensure they are in compliance. Brock Brown from IS stated XML uploads are better than a PDF upload. There are only a handful on CTCs in Washington State that have changed their electronic formats, but the sooner we change the upload process the better.

The group approved the solution request.

Development & Revision of General Scholarship Application (Greg Williams)

Student Financial Services is continuing to develop the general scholarship application form. With the continued changes, SFS will provide more service to students and ideally use the improved scholarship application as a recruiting tool. Instead of a yearly application, students will do it one time and update information as needed.

Student Financial Services is currently enlisting the help of Robert Kemple and the Foundation Office to improve the functionality of the general scholarship.

The group approved the solution request.

Updates/Approvals:

Joy Corbett and Jamie Thomas provided a demo of the new Recruiting Solutions that will go live January 2016.

Steve Wenger and Sarah Swager are getting onto the Dean's schedule to discuss textbook adoptions.

Kathy Gaer-Carlton provided an update on Hobsons/Radius upgrade. Things are moving slowly, there is some data clean up. Currently on the Royal upgrade CWU is on week two of eight.

Approve July 9th Meeting Minutes

Group approved July 9th minutes.