

## Business Technology Advisory Council Meeting Minutes

November 18, 2016 (Friday)

3:00 – 4:00 pm Barge 412

**Present:** Adrian Naranjo, Jared Jakeman, Kelley Christianson, Lidia Anderson, Lindsey Brown, Natasha Ruffin, Nate Hill, Patrick Turner, Shane Scott, Sharon O'Hare, Steve Wenger, Tina Short, Todd Mildon, Traci Klein, Amy Bolstad

**Absent:** Chris Huss, Jamie Thomas, Jill Hernandez, Joel Klucking, Richard DeShields, Staci Sleigh-Layman, Sue Noce, Tim McGuire

### Agenda Items:

#### I. Approve October 18th Meeting Minutes

October 18<sup>th</sup> Meeting Minutes: Steve Wenger moved to approve, Todd Mildon seconded, all in favor, minutes approved.

#### II. Solutions Requests/Business Cases

Learning Support Services submitted a business case requesting TutorTrac Software, a new product/service that will integrate with PeopleSoft to consolidate all reporting and tracking into one program. The department currently uses multiple software systems that do not sync together which is inefficient and often inaccurate due to errors. Instead of using multiple programs to piece together tracking and reporting information, all data would be included in one program, with one-click reporting built in. This would increase accuracy and save the administrative team time. Amy Bolstad explained the cost breakdown and timeline with full implementation by March 28, 2017. Sharon O'Hare suggested adding more than 1 barcode reader to the proposal and also requested that Lindsey Brown be involved with grading information that may be stored in the system. Jared Jakeman suggested single sign-on, Amy will follow-up with Katie (Boswell) regarding this.

Sharon O'Hare moved to approve, Lindsey Brown seconded, all in favor, request approved

#### III. Updates/Approvals:

##### **ATAC Updates (Lindsey Brown):**

- Still working on Faculty180.
- Creating a work group for Distance Education technology focused on faculty.
- The council is asking for post-project review presentations.

##### **EISC Updates:**

- None

##### **IS Updates:**

- 9.2 upgrade, first pass went well. End users will begin testing 12/5/12/21. This project is taking the majority of IS time and availability.

##### **Task Force Update on Preferred Name:**

- Jared Jakeman stated that email templates are ready to go out, just have a couple of revisions to make. There will be three different communications.

**III. Other Business Items:**

- Tina Short has submitted a solutions request regarding email out of office replies when an employee leaves CWU. HR and IS are working together on a new process.