

Business Technology Advisory Council Meeting Minutes

November 13, 2017 (Monday)

3:30 pm, Barge 412

Present: Lindsey Brown, Chris Huss, Jamie Thomas, Jenna Hyatt, Tina Short, Traci Klein, Patrick Turner, Jill Hernandez, Brenda Mofford, Marion Andrin, Todd Mildon, Sue Noce, Ruben Cardenas, Rose Spodobalski-Brower, Lidia Anderson, Nathan Hill, Jill Hernandez, Jenny Grayson, Rocky Hively, Bradley Reeves, Jeff Rosenberry, John Mounsey, Eric Scott, Student Union Representatives

Absent: Kelley Christianson, Cindy Rickey, Shane Scott, Jared Jakeman, Cindy Rickey, Joseph Pearson, Josh Hibbard, Tim McGuire, Robert Kempel

I. Approve Meeting Minutes

October 16, 2017 Minutes - Moved to Approve Jenna Hyatt, Jill Hernandez seconded – Motion Passed

II. Solutions Requests/Business Cases

Involvio Update

John Mounsey/Eric Scott

John and Eric met with Public Affairs in September regarding approval for the pilot use of Involvio. Public Affairs (Kremiere Jackson) has endorsed the use of the product. Total cost is under \$10,000 for enterprise license. System admin was identified as John Mounsey. Pilot audience has been defined as first year students. Proposed phased roll-out would be to implement within New Student Programs this year, next year include Sophomore Experience, then potential for faculty/staff. The product can be combined with 25Live calendaring. Student Union representatives are in support of this pilot. This is a separate app that students will be able to download. Proposed timeline (go live Wildcat Day April 2018) with other milestones of Summer Orientation, and Wildcat Welcome in Fall. Jenna Hyatt moved to approve, Lindsey Brown seconded.

Allow VA Students during Registration to Opt in their VA Benefits

Ruben Cardenas

The veterans center processes 600 students VA benefits every quarter. Currently, each student's file is an actual physical file that is processed manually in a very time consuming way. The proposal is to simply add a check box to veteran student's MyCWU class enrollment pages so that, when a veteran student registers for classes, a report is generated that lists the class info we need to process them for benefits. The check box would say something like, "I intend to use veteran benefits this quarter. Please submit my schedule to CWU Veterans Center for processing." This would save hours of labor and thousands of sheets of paper along with the associated printing cost every quarter. It would also accelerate the transition to a digital benefits processing system.

Jill Hernandez moved to approve, Lindsey Brown seconded.

Develop MyCWU Pagelet on Student Homepage to View Graduation Eligibility & Degree Checkout Status

Rose Spodobalski-Brower

Rose is the Associate Registrar in Registrar Services and proposed to add a pagelet to put on the dashboard that links to the application process. The pagelet would link to a cleaner representation for students to see their academic notes (graduation status, notification upon eligible to graduate (the student needs to apply for graduation), updates, etc). The current presentation is messy and students find it difficult to read and comprehend. The pagelet would also link to the graduation application process.

Jill Hernandez moved to approve, Lindsey Brown seconded.

III. Highlights –Updates/Approvals

EISC Updates

- No Update

Auxiliary Updates

- Parking will be switching their current system to use one within Adirondak.

Facilities Updates

- No Update

Student Success Updates

- Jeff Rosenberry provided an update that the BOT has approved a new Residence Hall and Recreation facility to be built. Student Success is excited about the opportunities that Involvio will bring to students.

ATAC Updates

- See attachment for ATAC notes (10/04/17)

IS Updates

- Pilot of DocuSign (Housing). Business case will be submitted to EISC.
- Reminder of Virtual Reality Fridays.
- Office 365 part of the No Worry Zone. Access to email, OneDrive, collaboration in Cloud, etc.
- EAB – pilot on dashboards in November.
- Police Services is looking for a replacement to their Emergency Alert System.
- Reviewing equipment needs for data center in Samuelson. May 2018 proposed timeline for installation.

IV. Informational Items/Other

- *Task Force Update for Chat* – No update
- *Demo of Admissions Application* – Rocky Hively and Bradley Reeves provided group with demo of the new undergraduate application located within MyCWU. It replaced a 3rd party vendor solution. New prospects can apply on CWU home page. They do not need a user account to apply. Next student applications to be worked on will be graduate and running start. It is integrated with Payment Portal (TouchNet). The application has been simplified (went from 4 data entry pages to 3).

Future agenda items:

- Prox Cards in Residence Halls (Jenna Hyatt)
- Marketing Communication for system upgrades
- Accreditation Information

Next meeting: Monday, December 11, 2017 @ 3:30pm – 5:00pm

Academic Technology Advisory Council Agenda

Wednesday, October 4, 2017

Barge 304, 1:00-2:00

1. Review of Meeting Minutes 9/20/17
Approved.

2. Information Items

- a. Task Force Updates:

Chris Schedler provided the below updates:

Media Management Task Force – Goal make decision on new solution by 4/1/2018. Group working on RFI/RFP.

Clickers – TopHat (pilot vendor) on campus week of Oct 2nd to provide demos/build adoption & awareness.

- b. EISC Update –

Digital Signatures Update – Docu-sign Pilot (departments included are: Housing & ECLC). No funding for enterprise solution. Funding found for Housing & ECLC for a small scale license.

Information Services is investigating if **moving PeopleSoft to Cloud**. On 2021 roadmap.

Andreas Bohman presented the FY18 information goals.

CAPs+ Live with 101 courses. Phase II will include Gen Ed, and Graduate classes.

Data Warehouse Upgrade – Planned release date Spring 18.

STAMP – New undergrad application within MyCWU in works to be released.

- c. BTAC Update – No BTAC meeting since last ATAC meeting.

- d. IS Update:

Deborah Wells (Director of Services Delivery) provided an update on the following:

More AIM modules are being implemented for Facilities Management.

No Worry Zone (Part of Enterprise Collaboration internal to IS) O365, OneDrive, OneNote, include a laundry list of items to determine what fits best for CWU.

Update on funding for Student Tech Fee.

3. Classroom Upgrade Scheduling Efficiency (J. Beintema)

Jami Beintema reviewed a document that had 2 proposals for upgrading classroom technology. 1 would take 2 classrooms offline so that for a temporary time classes would be held in these locations. Discussion by ATAC membership included whether these classroom would be able to fit enrollment of classrooms taken offline. Modality was also discussed as a possible option for instructors (use web-ex, or web) for instruction these weeks. This would allow more classrooms to be upgraded during the year. No final decision was made.

4. Maintenance and Operations Funding for Classroom AV (J. Beintema)

The other proposal would be having funding (\$50K) for annual maintenance and operations funding for AV classroom components. Group indicated that this request should come thru in the Instructional Equipment Proposal to find funding from Provost.

5. Instructional Equipment Proposal Process (C. Schedler)

There will be 2 funding rounds (fall and winter). Funding for the different rounds will be smaller so that we meet the total allocation. There can also be emergency requests. Announcements will go out in Central Today, ADCO, Deans Council, Faculty Senate regarding this opportunity.

6. Other

Discussion on how new Gen Ed will affect CAPs+. Becky Pearson is leading effort for new Gen Ed Approval.

Next meeting:

November 1, 2017 – 3:30 to 4:30 p.m. Barge 304.