

Business Technology Advisory Council Meeting Minutes

June 15, 2016 (Wednesday)

3:00 – 4:00 pm Barge 412

Present: Chris Huss, Jamie Thomas, Jared Jakeman, Joel Klucking, John Swiney, Kelley Christianson, Lindsey Brown, Nina Oman, Shane Scott, Staci Sleigh-Layman, Sue Noce, Tim McGuire, Tina Short, Todd Mildon

Absent: Adrian Naranjo, Jill Hernandez, Richard DeShields, Steve Wenger

Agenda Items:

I. Solutions Requests:

Upgrade WebFocus (informational item)

Institutional Effectiveness, with support from Information Services, is upgrading the software used to create dashboards, extract data, and report data. It is a standard upgrade scheduled for mid-June through August 2016. Proposed go live August 22nd. Testing is scheduled between July 20th and August 22nd. There should be minimal disruption of service for users during go live. Notices will be sent to users in advance of any issues.

PLUS Loan Processing

Financial Aid is requesting to update the Parent Plus Loan modification to remove the unnecessary credit checks on loans that have already been approved. The completion date is as soon as possible or by scheduled summer student orientations. Not in scope of the request (phones).

Lindsey Brown moved to approve, all in favor, request approved

General Scholarship Application Process

Financial Aid is requesting revisions to the custom General Scholarship Application Process. There are three parts tied into the solution request. 1) Flexibility in open and close dates to serve the community which would also add the benefit to add new scholarships and use the GSA to award them year round. 2) Capability to load information from the state WASFA application. 3) Centralize the collection point to minimize confusion, streamline updates of information, and standardize information for the campus. Jared Jakeman explained that the easiest part of the solution request for IS to complete is the capability to load information from WASFA, followed by the flexibility to open and close dates. The most complex piece for IS to complete is the centralized collection point. The requested completion date is near the end of summer and before the GSA process opens back in October.

John Swiney moved to approve, Nina Oman seconded, all in favor, request approved

II. Updates/Approvals:

Preferred Name Update

- The Federal and State governments are mandating that CWU communicate to students using their preferred name on communications including rosters, emails, and surveys. IS will begin with updating

student feeds and queries. Lindsey Brown let the group know that the Registrars rosters are done but Canvas rosters need to be updated so that they match the Registrars. Staci Sleigh-Layman will be heading a task force to include representatives from Networks and other IS department representatives, IE, IT Library, Auxiliaries, Canvas, and HR.

ATAC Updates:

- Provided a quick update on Faculty180 workload planning
- Not moving forward with KeyPath
- Distance Education users will have updates to facilities at some branch campuses
- There is an open student position for the ATAC committee, no applications received yet
- ATAC Year End Report reviewed which includes the past last year's solution requests and business cases
- New ATAC chair is Natalie Lupton

EISC Updates:

- Discussed project reviews, new templates and project review form. At the end of a project, the Project sponsors will write a close-out reports and may be required to do a presentation to EISC.
- Business case template will be updated to include Enterprise Facilities and project review form.
- Consultants will be on campus for the 4-year degree/automated degree planning
- Discussed the July upgrade and are starting committee meetings
- There is a new look to MyCWU
- Minutes from the June 6th EISC Meeting can be found at: <http://www.cwu.edu/eisc/meeting-information>

III. Other Business Items:

Student Representative Discussion

- It was unanimously concluded that the committee would like to add a student representative position to BTAC. Lori Hauser will post an announcement on Central Today and work with the Student Government to advertise the position. The committee discussed the possibility of this being a paid internship position and suggested contacting the Career Center and department secretaries.

Approve May 18th Meeting Minutes

- May 18th Meeting Minutes: Joel Klucking moved to approve, Todd Mildon seconded, all in favor, minutes approved.