

Business Technology Advisory Council Meeting Minutes

April 20, 2016 (Wednesday)

1:00 - 2:00 pm Barge 412

Present: Adrian Naranjo, Chris Huss, Jamie Thomas, Jared Jakeman, John Swiney, Kelley Christianson, Lindsey Brown, Nina Oman, Staci Sleigh-Layman, Steve Wenger, Sue Noce, Tim McGuire, Tina Short, Todd Mildon, Bill Yarwood, Scott Carlton, Lidia Anderson

Absent: Richard DeShields, Jill Hernandez

Agenda Items:

I. Solutions Requests:

Advising Notes – Additional Functionality

Academic Advising is requesting that additional functionality be added to advising notes. The four new features being requested are: 1) tracking of email when advisors notify students that a note was created, 2) the ability to notify multiple individuals or departments, create columns to show that an attachment has been added to a note and that a student has been notified of a note, 3) migrate archived notes from the old note system into the new note system using the current category structure, and 4) addition of an attachment icon.

All in favor, request approved.

II. Updates/Approvals:

ATAC Updates:

Last meeting was Monday, April 18, 2016. Minutes can be found here: <https://www.cwu.edu/associate-provost/academic-technology-advisory-council-atac>

EISC Updates:

- Lindsey Brown proposed to reopen the previous request regarding finding a Document Imaging solution. Registrar and Admissions have secured funding to move forward for their departments. A task force for EISC has been formed with the following participants: Adrian Naranjo, Staci Sleigh-Layman, Joel Klucking, Lindsey Brown, and Kathy Gaer-Carlton. They will identify university wide needs and cost at an enterprise level. An RFP will be requested in the near future.

III. Other Business Items:

Bylaws final review

- Staci Sleigh-Layman suggested changing step 2. Step 2 updated to “Sponsoring Department”.

Todd Mildon moved to approve, Steve Wenger seconded, all in favor, bylaws approved with changes.

Approve March 14th Meeting Minutes

March 14th Meeting Minutes: John Swiney moved to approve, Lindsey Brown seconded, all in favor, minutes approved.