Business Technology Advisory Council Meeting Minutes

May 14, 2015 (Thursday)

3:00pm – 4:00pm. Barge 412

Present: Tina Short, Lindsey Ulrich, Bill Yarwood, John Swiney, Jill Hernandez, Jared Jakeman, Lindsey Brown, Richard DeShields, Joel Klucking, Scott Fendley, Mike Smith, Todd Mildon, Chris Huss, Tim McGuire, Steve Wenger. **Absent**: Jamie Thomas, Sue Noce.

Agenda Items:

Solutions Request:

Student Photos on Rosters (Lindsey Brown)

Registrar would like to load student photos from the connection card office into PeopleSoft. This would allow professors to see their class rosters, putting a name to a face.

There were multiple privacy concerns from the group; however the photos would not be loaded into Outlook or be accessible by the public. Richard DeShields suggested a disclaimer from the connection card office notifying students their photos will be loaded into PeopleSoft for registrar and faculty use only.

The group approved the request. Steve Wenger moved to approve and Bill Yarwood seconded the motion.

The group would like to move the request to EISC for final approval.

Enrollment Appointment Detail (Lindsey Brown)

Student enrollment dates are available to students, but the exact enrollment time is hidden unless the student drills down to see further detail. Registrar's receives multiple phone call from confused students--adding a portlet to the student tab displaying both the date and time would reduce the calls.

IT suggested this would be a simple addition, the group agreed this is a needed feature and approved the request.

John Swiney moved to approve and Jill Hernandez seconded the motion.

Online Housing Contracts (Richard DeShields)

Currently around 40% of housing contracts must be mailed out for a parent signature since a large amount of incoming freshman are under the age of 18. Data entry and housing assignments cannot be established until the signed contract comes back to housing.

Student Living is looking for a solution to obtain a legal electronic signature from a parent so the application process can be completed online. An online system would reduce the amount of housing

data entry, reduce lag time allowing students to apply and choose their rooms more quickly. This would also help enrollment, as students pay their housing deposit they are more likely to matriculate to the campus.

The group consensus is to approve, however more creativity is needed to find a solution. This is a higher priority item as it needs a significant amount of work. Ideally housing will need this by August 2015. If that timeline is not possible then it can be put on hold until next summer.

Steve Wenger moved to approve, John Swiney seconded the motion.

Update Feeds for Raisers Edge (Scott Fendley)

University Advancement needs their alumni extracts updated. Student and graduate extracts currently have a one term prompt, and the request is to have a range using two term prompts. For example when UA runs a report for spring quarter they receive spring quarter graduate data, and miss the students who graduated in the fall or winter. To capture those students UA runs manual reports each quarter.

A better reporting system would reduce the amount of graduates missed, and would reduce the amount of manual reporting conducted by UA.

Group approved, Jill Hernandez motioned to approve and Chris Huss seconded the motion.

Discussion/Informational Items:

EISC/ATAC Update

Approve April 1st Meeting Minutes

Group approved April 1st minutes.