

Business Technology Advisory Council Meeting Minutes
October 26, 2015 (Monday)
2:00pm – 3:00 pm. Barge 412

Present: Joel Klucking, Tina Short, Jamie Thomas, Jared Jakeman, Tim McGuire, Bill Yarwood, Richard DeShields, Staci Sleigh-Layman, Todd Mildon, Sue Noce, Dawn Varnum, Robert Ford, Lidia Anderson, Robert Kempel, Carolyn Thurston, Jon Belford

Absent: John Swiney, Lindsey Brown, Kelley Christianson, Jill Hernandez, Steve Wenger, Chris Huss, Dan Matthews

Agenda Items:

Solutions Request:

Alumni Users Uploaded to Library Database (Robert Ford)

University Advancement would like the 1,230 current active alumni members to have access to library services using their connection cards. Currently the library system is not downloading user accounts so they cannot lend books or other materials available through the library. Alumni members have connection cards and existing PeopleSoft accounts. UA needs these members to be uploaded into the library database so they are recognized when they scan their connection cards. UA would like this in place by January 1, 2016.

The group approved the request.

Automated Suspension/Appeal Process (Carolyn Thurston)

The Dean of Students/Academic Standing Committee is requesting a pagelet within MyCWU that populates students' academic standing and includes links to the webpages that provide clear directions for appealing academic suspension, uploading supporting documentation, and attaching a copy of the student's Unofficial Transcript. Ideally, students on suspension would get a popup reminder when they log into MyCWU. The pagelet would also include a revised online Academic Suspension Appeal submission form, with triggered email confirmation to the student, the office of Academic Success Initiatives, and to the student's advisor(s) as well as an online Advisor Comment Card that is separate from the student appeal and not required for student submission of appeal but available to advisors of students submitting appeals in the same way that the appeal form is available. The Academic Standing Committee is looking to have this available the week before spring quarter 2016 (beginning of March).

The group approved the request.

Demos of Competed Solutions:

Advising Improvements (Lidia Anderson)

Lidia presented a PowerPoint on the Advising Notes final developed solution. This is newly delivered functionality focuses on facilitating communication and collaboration by allowing faculty, advisors, and staff to record notes about their interactions with students by providing important information regarding discussions, decisions, and plans.

General Scholarship Application (GSA) Enhancement (Robert Kempel)

Robert presented a PowerPoint reviewing the issues with the 2014 GSA process (e.g., page lacked purpose and clarity, excessive number of questions, and submit page had no flexibility) and updates to the new 2015 process. The updated GSA for 2015 provides better direction to students, scholarships listed have hyperlinks to brief descriptions of each scholarship. It also breaks the requirements down and clearly tracks eligibility. A lot of stored information within MyCWU has been put into GSA so students don't have to answer 137 questions, they now only have to update 42. Student responses are no longer tied to aid year. The scholarship committee business flow is still being developed.

Updates/Approvals:

Textbook Adoptions – tabled.

Early Alert on Class Roster (Jared Jakeman)

The Early Alert on Class Roster Solutions Request has already been approved. This is an update on the modification. Jared Jakeman reviewed the current development of the Early Alert on Class Roster. The Attendance, Academic, and Behavior checkboxes have been added. There was a discussion regarding the Behavior checkbox. The group discussed that there should be two separate notes sections. One for notes when the Attendance and/or Academic boxes are checked and that would send an email through the student center to students notifying them immediately of the attendance or academic issue. A separate notes section needs to be added for when the Behavior checkbox is checked. Most faculty do not want the Behavior notes to be sent through the student center immediately via email. Carolyn Thurston will discuss this with Dr. Dieu. Carolyn also wants a tab in the student center for each quarter early alerts down the road.

Radius Project – tabled.

EISC/ATAC Updates – None

BTAC Chair Position - Staci Sleigh-Layman volunteered

Misc. Items – Joel let the committee know that there are two new members of the BTAC. Richard DeShields and Todd Mildon have both agreed to join the committee. Richard is replacing Sarah Swager as she has been invited to sit on EISC.

Approve September 28th Meeting Minutes

Group approved September 28th minutes.