

Business Technology Advisory Council Meeting Minutes
October 16, 2017 (Monday)
3:30 pm, Barge 412

Present: Kelley Christianson, Cindy Rickey, Lindsey Brown, Josh Hibbard, Chris Huss, Jamie Thomas, Jenna Hyatt, Joseph Pearson, Tina Short, Traci Klein, Patrick Turner, Jill Hernandez, Brenda Mofford, Marion Andrin, Andreas Bohman, Todd Mildon, Rock Brown, Tim McGuire, Robert Kempel

Absent: Shane Scott, Sue Noce, Jared Jakeman, Nathan Hill, Jill Hernandez, Cindy Rickey

I. Approve Meeting Minutes

September 15, 2017 Minutes - Moved to Approve Jenna Hyatt, Josh Hibbard seconded – Motion Passed

II. IS Presentation

All CWU Technology List (Andreas Bohman)

See attached power point for content that was reviewed by Andreas.

An over 800 line list of technology (equipment/hardware/software/licensing) was worked on and is continued to be refined by IS. These were filtered through business needs following ITIL theory. IS collaborated with partners (WHETC, Educause, CEB, etc). Going forward it will include enrollment management. Andreas asked “where do we want to invest in the future?”. All funding was included including capital). Final list will be provided for BTAC. Joseph Pearson asked if this was ongoing or one time funding. Andreas indicated more to come on that content.

III. Solutions Requests/Business Cases

Involvio Update (tabled until next meeting)

John Mounsey/Eric Scott

IV. Highlights –Updates/Approvals

EISC Updates

- 3 meetings updates were provided. A Conflict of Interest business case was reviewed. An RFI will be put on the street to find out what vendors can provide CWU. HR will be managing this project.
- Discussion about 24 Lab at the 1891 Bistro. Will be collaborating with Student Tech Fee on funding. There has been a couple of meetings held on this project.
- Updates from IS on: CAPS+, data warehouse expansion, evaluating infrastructure to determine needs of Cloud support.
- DocuSign Pilot discussion – Housing will be part of this pilot.

Auxiliary Updates

- PUSH fund initiative – proposed go-live end of Fall beginning Winter Quarter.
- Enhancement of Connection Card – GET Funds – proposed go-live beginning of Spring Quarter.

Facilities Updates

- AIM Modules (Capital Planning & Key Module) are being explored. Discussion about AIM integration with 25Live. Determining location data system. Space utilization data will be pulled into the Data Warehouse (currently square footage there already). Lindsey Brown has asked to be included in discussions about X25.

Student Success Updates

- PROX Card – more to come at future meetings.
- Central Access – more updates to the system.
- IS and Leadership Management Central 2.0 are working on a proposal to bring to BTAC about moving to a Central Owned Server vs their own.
- A thanks was expressed to the CATPLAN team for putting training out to the Campus Community.

ATAC Updates

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

IS Updates

- Tax Updates will be applied evening of 10/27/17 and FS Images will be applied on 10/28/17.
- PUSH development program will be tied to Connection card and also other areas. Opportunity to donate to students in need a meal. Students/Staff could donate dining dollars (up to \$25/quarter of extra dining credit). This is convenient for those who have leftover monies on their connection card at the end of the school year and wish to donate the remaining amount. This is expected to go live winter 2018.
- The data warehouse project is working with HR/Finance to expand dashboards, provide self service analytics, and create new data marts. Currently working on 26 reporting metrics. Project is expected to go live April 2018. Project information available on Project Management website. Also work on accreditation priorities.
- Work on Central App – it is available on the stores now. More work may need to be done on overall content.
- OneDrive External Collaboration – need more details.
- Follow-up with Field Experience Solution Request (Crystal Weddington). Jared will provide info.

V. Informational Items/Other

- *Task Force Update for Chat* – Demo in November.
- *Demo of Admissions Application* – (tabled)

Future agenda items:

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

Next meeting: Monday, November 13, 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.