

Business Technology Advisory Council Meeting Minutes

August 18, 2017 (Friday)

1:30 pm, Barge 304

Present: Chris Huss, Jamie Thomas, Jared Jakeman, Jenna Hyatt, Joseph Pearson, Kelley Christianson, Patrick Turner, Sharon O'Hare, Sue Noce, Tina Short, Traci Klein, Vince Foley, Aaron Brown, Ashley Xagoraris, Duane Dowd

Absent: Adrian Naranjo, Cindy Rickey, Jill Hernandez, Josh Hibbard, Lindsey Brown, Nathan Hill, Robert Kempel, Shane Scott, Steve Wenger, Tim McGuire, Todd Mildon

I. Approve Meeting Minutes

July 31, 2017 Minutes - Moved to Approve Jenna Hyatt, Joseph Pearson seconded – Motion Passed

II. Solutions Requests/Business Cases

Academic Advising Notes Update (presented by Aaron Brown, Student Achievement)

Student Achievement is requesting to enhance the current advising notes systems to include a way to track the subcategory meeting to note if it was Face to Face, via email, phone, drop-in, Web, or Group. Also, if any category has these as subcategories they'd like to make them no longer available without inactivating them by possibly graying them out. Inactivating them causes them to no longer appear which includes any note associated with the subcategory. An "other" option was discussed. It was decided not to add "other" at this time. The requested date of completion is September 20, 2017. Move to approve Joseph Pearson, Jenna Hyatt seconded – Motion passed.

File Maker Database Replacement Solution (Ashley Xagoraris/Duane Dowd, Family & Consumer Sciences)

Family & Consumer Sciences is requesting a solution within MyCWU (Enterprise System) to replace their current File Maker database. The students within this program are non-matriculated. The department's File Maker system serves as a database where applications, registration, and enrollment data is imported from excel files. It also houses scanned images of certificates. The database can only be opened on the computer in which the program and file data live. It is not used with any other university systems and the CTE program at CWU has been using the program for 15+ years. The department would like replace this older system and have a new solution developed that would modernize and streamline records within our Enterprise systems that house much of the same information and would give the department a long-term solution. Moved to Approve Jenna Hyatt, Joseph Pearson seconded – Motion Passed.

III. Highlights –Updates/Approvals

ATAC Updates

- See attachment for ATAC notes (8/7/17)

EISC Updates

- See attachment for ATAC notes (8/7/17)

Auxiliary Updates

- Joseph Pearson stated that they are upgrading CSGold (Version 7). Gold will be down for a day and half the week of Aug 21st. Part of the functionality delivered within Version 7 contains Mobile ID. Auxiliary's staff will be testing Mobile ID for making purchases with mobile devices at registers. The Wildcat Shop has a new mobile friendly website where students can order

textbooks online with their mobile devices. This an upgraded web solution tied to Ratex. Students will also have the ability to use Verba Collect to compare pricing at our Wildcat Shop, Amazon, and other vendors. This Fall the Wildcat Shop will be rolling out a “full service” model when student come into the store. Students can purchase their textbooks and supplies online and then pick them up at the Wildcat Shop. Students can pay for items using their student accounts when ordering online with their mobile devices. The goal of this is to save the students time and frustration trying to find their materials prior to classes starting.

Facilities Updates

- No update.

IS Updates

- Next week there will be a new upgrade to CS and HR (PeopleTools). The system will be down next Friday (8/25) starting at 6 PM and back up on Saturday (8/26). The group discussed ways to communicate out regarding system updates (emails or posts with the familiar gear symbol like Apple uses). The goal will be to have fewer images applied and upgrades to the applications/tools only once a year.

IV. Informational Items/Other

Review past BTAC Solution Requests/Business Cases

- See attached list (dated 8/18/17)
The group discussed the below items from the list.
Orientation Interest Feed – group discussed the differences between Adirondak data and MyCWU data. Jenna indicated that tracking metrics is important when reviewing Orientation students. Discussed possibly making a translate table.
STAMP project (Replacement of Radius) the new solution will be located within MyCWU. Undergrad and Grad applications will be rolled out next week.
AwardSpring Scholarship Management Software – on track for go-live October 1st.
Pay Advise Revision – Break out salary data on pay advise per job. Goal is to go live this fall.
Canvas Script – Group will dedicate time in September to develop solution to allow for automatic updates during add/drop vs overnight process for Canvas.
Student Self-Service Direct Deposits – Still no timeline on go-live.
OnPlan U – need revised financial statement agreement regarding robo dial. But CWU could implement without robo dial.

Future agenda items:

- Prox Cards in Residence Halls (Jenna Hyatt)
- PR/Marketing Communication for system upgrades

Next meeting: Friday, September 15th 1 to 2:30 p.m.

Academic Technology Advisory Council Agenda

Monday, August 7, 2017

Barge 304, 1:00-2:00

1. Review of Meeting Minutes 7/10/17

Approved.

2. Information Items

a. Task Force Updates:

Chris Schedler provided the below updates:

Distance Education Task Force – Completing Lynnwood and then onto 2 more rooms at Des Moines.

Pierce will be the next area of focus (2 existing rooms and 1 new room to be created). Resolving networking issue with Crestron equipment.

Clickers – Received approval to move forward with vendor agreement of TopHat. In contract review to receive pricing incentives.

Classroom Technology Task Force – Workgroup met and agreed to include more details about furniture (movable) in 25Live to assist in scheduling classrooms. Planning to have a Survey to faculty/students in fall regarding classroom technology needs. Defined approval process for funding requests. Requests will come to ATAC > use rubric to grade/prioritize then submit recommendations to CIO/Provost.

b. EISC Update - Meeting on 7/17. Reviewed IS reorg details. Discussed joint operations and defined customer support relating to MML and IS. Defined a task force for to evaluate Media Amp and determine if there is a better solution for media storage, management, and delivery. Deb Wells is leading the evaluation effort. The group discussed that there is a need for digital imaging (a. document imaging, print management, and esignature). There are separate tracks happening regarding these efforts. There is a pilot for document imaging for PeopleSoft for Financial Aid. Print Management focus is being headed by IS and they are surveying customers on what the use and needs are across various customers. There is a pilot with BFA with docuSign on internal documents. The Accessibility Policy/Procedure has been placed on hold until review by Faculty Senate. CAPS+ is moving forward with other stakeholders.

c. BTAC Update – Tina Short provided update from 7/31/17 meeting.

d. IS Update:

Deborah Wells (Director of Services Delivery) provided an update on Sammanish. Barge 412 is scheduled for August for technology upgrade. IS is working on a print management policy/procedure. Working with the State on requirements. Cost analysis is included in the effort. Around 630 desktop printers. Is there a way to provide savings?

3. Instructional Equipment Proposal Rubric

Chris Schedler asked for feedback on the evaluation rubric for requests for instructional equipment proposals.

4. MML-IS Joint Operations

Chris reviewed the MML-IS joint operations service agreement with ATAC membership.

Next meeting:

August 7, 2017 – 1 to 2 p.m. Barge 304.

*Future agenda items – 2020 Plan from Information Services

Solution Request/Business Case Review – August 18, 2017

Date	S/R or B/C	Presented By	Approval Status	Status	Notes
7/20/16	Milestone Pagelet Access	Registrar Services/Lindsey Brown	Approved	Completed	
8/17/16	Resiliency Program for Sophomore Year Experience	Student Living/Eric Scott	Approved	Completed	
8/17/16	Task or To Do Lists on Students MyCWU Page for Electronic Health Records	Student Medical & Counseling Clinic/Ginger Longo	Approved	Completed	
8/17/16	PayFactors Salary Survey	Human Resources/Staci Sleigh-Layman	Approved	Completed	
9/15/16	Orientation Interest Feed	Registrar Services/Lindsey Brown	Approved	Open	Reviewing data - inconsistent Academic Interests. IS is looking to see if this can be done (Housing codes don't match up/cross-reference with Advising orientation).
10/18/16	None				No new SR/BC
11/18/16	TutorTrac Software	Learning Support Services/Amy Bolstad	Approved	Completed	
12/9/16	Radius for Non-Matriculated & Running Start Students	Registrar Services/Lindsey Brown	Approved	In Process	Being converted to new process. Ugrad go live next weekend, Grad the following month and then 1-4 months for Running Start and non-matics
12/9/16	AwardSpring Scholarship Management Software	Student Financial Services/Kelley Christianson	Approved	In Process	Still on track for 10/1/17
1/19/17	Develop Database to Track Field Experience	School of Education/Crystal Weddington	Contingent Approval	Completed	Done through Data Warehouse at this time.
2/23/17	Develop an interface through an automated journal feed from CRS to FMS	Student Financial Services/Lisa Plesha	Approved	Completed	Start date after 9/2 upgrade (Sept 2017)
2/23/17	Pay Advice Revision	Human Resources/Traci Klein	Approved	In Process	Hope to go live this fall.

3/16/17	PeopleSoft to Canvas script first 10 days of class-increase interval	Registrar Services/Amy Alder	Approved	Open	Researching. Staffing issues in IS, should be able to begin working on in September
4/18/17	None				No new SR/BC
5/16/17	None				No new SR/BC
6/9/17	Update Search Criteria for Fiscal Item Types	Greg Williams	TBD	Completed	
6/9/17	Student Self-Service Direct Deposits	Lisa Plesha	TBD	In Process	IS has identified the team that will work on this, working on getting coordinated (ETA for completion TBD)