

Business Technology Advisory Council Meeting Minutes
September 15, 2017 (Friday)
1:00 pm, Barge 304

Present: Cindy Rickey, Lindsey Brown, Jill Hernandez, Josh Hibbard, Chris Huss, Nathan Hill, Steve Wenger, 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, Robert Kempel, Shane Scott, Tim McGuire, Todd Mildon

I. Approve Meeting Minutes

August 18, 2017 Minutes - Moved to Approve _____, _____ seconded – Motion Passed

II. Solutions Requests/Business Cases

FERPA Student Success Request (presented by Lindsey Brown)

FERPA is requesting a solution that allows for parents who want to sign the Release of Information form from afar to have it notarized before sending it. The current process involves paper originals that require multiple signatures as well as a notary. The proposed solution is to create this functionality behind a protected portal and to fit legal requirements. With this solution, students can decide what, when, and to whom to release information to. If provided in an electronic form, it will save time, less errors, and offers a notary function. This opens the door for potential use of eforms or docuSign. (The Financial Aid office already offers electronic documents, so FERPA would not be the first.) This function would be password protected. Parents would need to retrieve password from the student before receiving information. Lindsey moved to approve, and Cindy seconded.

IVY Chatbot from NASFAA (presented by Lindsey Brown (in Adrian’s absence))

The Purchasing office is requesting to obtain approval to seek services provided by IVY Chatbot from NASFAA. It is a FAQ “chat box style” bot. The consumer types in a question, and the bot comes up with a “best fit” answer. The program tried to use Skype; however, it did not work out for their specific need. This chat bot could be used university-wide if it is a success. The cost is currently unknown. Before it is approved, we should request a demonstration in order to get more information about the product/service. The council formed a taskforce including members: Lindsey, Tracy, Josh, Steve, and Nate.

III. Highlights –Updates/Approvals

EISC Updates

- There is a meeting next week. Updates will be provided next meeting.

Auxiliary Updates

- Nothing new to report. Tina asked, “How do you think students are liking the new system?” Answer. There were some problems with the fall and winter quarter due to an overlap (this problem has been solved), but students seem to be functioning through successfully.

- ATAC student representatives had questions about finding books and schedules. Answer. Those particular kinks were worked out. Some students actually like to browse through books in the bookstore from other courses to see what other level classes are using.
- Wildcatshop.com domain now belongs to CWU!

Facilities Updates

- No updates. But they did change *Movezilla* to *Campus Moves*. 😊

Student Success Updates

- Entering the second phase – big lift to move Hebler Hall. This will involve technology.
- Resnet – working on keeping students connected.
- Involio – push to get them on the agenda for the next meeting.
- Program management program - _____
- Central Access – full implementation. There were some billing hick-ups (but that’s been fixed). Want to share at a later date about what’s going on and what it’s all about.
- Accessibility tech – should we have someone come from the committee to share about what’s important to them? (Tracy will reach out to Wendy to get information about the visit.)
- CWU mobile application. Is it updated with campus locations including maps, buildings, and room numbers? Who updates this information?
- The directory signs need to be updated. What is the business process? Answer. Departments need to request from Facilities. But who pays for this?
- IS is considering putting a wrapper around all of CWU’s applications. Expected to roll-out in about a year.

ATAC Updates

- See attachment for ATAC notes (9/6/17)

IS Updates

- CAPS+ (project management page) is going live Monday, 9/18/17.
- New admissions application in PeopleSoft. First to add are undergraduate students, then graduate students, and then others.
- HR site will be down Friday night 9/22/17 for an update.
- Jill presented on IT projects and their timelines (see All Projects handout).
- Connection card PUSH application. Opportunity to donate to others in need for a meal. Students 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.
- FMD. Adding four additional modules to integrate with AIM. (AIM IQ in test environment (for reporting purposes) takes information from PeopleSoft.
- SharePoint. A tool IS is considering utilizing. Mostly for its secure sharing of data and built-in work flow options. Josh Hibbard mentioned Office 360 – One Drive. It can do what SharePoint can, and more! One Drive is best for collaboration, it’s on the cloud, and offers an editing function of documents while in a browser.
- IS state warehouse team had a software update (9/13) to collect data. The data warehouse project is working with HR+. Project is expected to go live April 2018.

IV. Informational Items/Other

2020 (2021) Plan

- Illustrates IS's workflow – update roadmap. Keep this roadmap in mind when new solution requests come in, and how they match up with the roadmap (see PS Roadmap2021 attachment).
- Jill will get an updated list of available software used on campus.

Future agenda items:

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

Next meeting: Monday, October 16, 2017 @ 3:30pm – 5:00pm, location TBD.

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:

Monday, October 16, 2017 – 3:30 to 5 p.m. Location TBD

*Future agenda items – 2020 Plan from Information Services