

## **Business Technology Advisory Council Meeting Minutes**

**January 19, 2017 (Thursday)**

**1:00 – 2:00 pm Barge 412**

**Present:** Adrian Naranjo, Chris Huss, Jamie Thomas, Jill Hernandez, Jared Jakeman, Kelley Christianson, Lindsey Brown, Natasha Ruffin, Patrick Turner, Shane Scott, Sharon O'Hare, Steve Wenger, Sue Noce, Tina Short, Traci Klein

**Absent:** Joel Klucking, Richard DeShields, Tim McGuire, Todd Mildon

### **I. Approve Meeting Minutes**

December 9, 2016 Minutes (Correction to minutes: Steve Wenger in attendance). Moved to Approve Shane S., Jill seconded – Motion Passed)

### **II. Solutions Requests/Business Cases**

#### ***Develop Database to Track Field Experience (Presented by Crystal Weddington)***

(Moved to Approve Chris H., Lindsey seconded – Motion Passed)

The School of Education would like an electronic database (dashboard) developed to track placement information for internship, practicum, field experience, and student teaching experience for all teacher candidates on and off campus. Lindsey suggested that Crystal check with Career Services regarding the program they use to track internship/field experience. Crystal will meet with Career Services to review their program and report to Adrian. If there is not a current program, or the current program does not meet the needs of the School of Education, this motion approved to move forward with a new tracking database.

#### ***Highlights –Updates/Approvals***

##### **ATAC Updates**

-See attachment for ATAC notes

##### **EISC Updates**

##### ***Highlights –***

-See ATAC notes attachment for EISC updates

##### **IS Updates**

##### ***Highlights – (Jill)***

Andreas Bohman is back this week. Test move 2 in MyCWU is scheduled to start the week of January 23<sup>rd</sup>. There was a Service Request submitted for email auto reply when employees terminate employment. There is a new check box on the online checkout form where supervisors can request a reply to be set up.

##### **Task Force Update on Preferred Name**

##### ***Highlights – (Jared)***

Feeds in Auxiliaries and Library have been completed. Started sending notifications to students that submitted a preferred name change 10 days ago (4 so far). Faculty notification were turned on today.

Lindsey requested the language on these notices. A modification was made to the personal data table filed for preferred name (International name behind scene).

**III. Informational Items/Other**

**IV. Future Agenda Items**

**Next meeting:**

**Thursday, February 23, 2017**

**Barge 412, 1:00 - 2:00 PM**