Attendees:

Area	Name	Attended/Absent	Area	Name	Attended/Absent
Advancement	Karen Paciero	Attended	Provost's Office - OIE	David Slavsky	Attended
Enrollment Management & Student Success	Paul Roberts	Attended	HR	Winifred Williams Danielle Hanson	Attended Attended
Facilities	Kana Henning	Attended	ITS/Facilitator	Susan Malisch	Attended
Finance	Wayne Magdziarz Teresa Krafcisin	Attended Attended	ITS	Jim Sibenaller	Attended
President's Office	Tom Kelly	Attended	Student Development	Jane Neufeld	Attended
Provost	Margaret Callahan	Absent	UMC	Jeremy Langford	Attended

Guests: Michael Halverson, Megan Karwacki, Patrick Green, Brody Tate, Larry Adams and Rita Vazquez

Welcome, Meeting Purpose & Agenda

The minutes from the October 10, 2019 meeting were approved as written. The agenda for December 12, 2019 includes presentations from Advancement on Data Loader for parent and student loads, from the Center for Experiential Learning on the outcome of the task force recommendation for a new learning portfolio platform, from the Office of the Registrar in regards to the interface changes that will soon take effect in Oracle.

Data Loader- Parent Load, Student Load- Michael Halverson

Advancement has been working on improving the quality and quantity of the parent data in the Advance system to help increase the accuracy of their data and better engage with this important constituency. They presented on their need for an automated process for importing current undergraduate parent/student information into Advance, as the former process was neither documented nor functional. As of summer 2018, no new cohorts had been added to Advance since the incoming cohort of 2015. Advancement and ITS worked together with a consultant to create and test a new process that would import new parent and student data. Enrollment Management aided the process by providing input on how to obtain the requisite data points for currently enrolled students. With the new process in place, more than 22,000 parent records and 12,500 student records were imported between June and September 2019; less than 2% of the records required manual review. Consistent with how alumni data is maintained, Advancement is updating and supplementing this data using a variety of proprietary tools. Advancement, ITS, and Registrar are currently building a process to track student attrition and make those updates in Advance. Ultimately, Advancement will continue to improve data accuracy through process improvement.

Parent Engagement – Megan Karwacki

Megan presented on the outcome of utilizing the new parent data for parent engagement and solicitation. Megan shared the multi-channel approach of keeping parents connected and informed via phone, mail and email. By having accurate parent data in Advance, more parents will be contacted using these methods to be updated on University news, events and giving impact and opportunities. Utilizing the parent data in Advance, Megan identified a long term engagement plan to develop a Parent Leadership Council which would include Damen Society level ($1,000.00+) donors who wish to be actively engaged on campus. The Council will develop into a volunteer board, while parents with the capacity to make a major gift are being identified.

Learning Portfolio Platform – Patrick Green and Brody Tate

Patrick Green and Brody Tate presented on the outcome of the Learning Portfolio Task Force assigned to identify a new learning portfolio platform, replacing our current platform, Taskstream by Watermark. At the conclusion of the year-long process, in consultation with campus partners, faculty and deans in all schools, the task force has identified Digication as the preferred solution. RFIs were issued to ten vendors; four were selected for RFPs. The two top vendors were invited to give half day presentations where university stakeholders were present, including the Learning Portfolio Task Force, students, faculty and staff. Following the half day meetings, two demos and two additional follow-up Zoom meetings were held in order to fully understand each of the two solutions. The task force unanimously chose Digication as the new learning portfolio platform.

Expected outcomes include:

- Removal of current technical and navigation difficulties and frustrations for students, staff, faculty and admins
- Ability to utilize assessment and tracking of student success and program data
- Ability to measure student learning outcomes and access to much improved reporting
- Overall cost savings moving from Taskstream to Digication

The Learning Portfolio Task Force received the approval from the Architecture Review Board and the ITESC to move forward with the Digication acquisition. Next step is contract negotiation.

Fluid Demo: Larry Adams and Rita Vazquez

Larry and Rita walked through an introduction of the new user interface, Fluid from Peoplesoft (Locus). Fluid will include a mobile friendly version accessible via web browser on mobile devices, iPads and tablets enhancing the user experience, especially for students.

Fluid implementation is planned in multiple phases. Phase I targets Fluid navigation for staff in March 2020 and Phase II delivers Fluid Customizations and delivered functionality in July 2020. Lunch and learns for all staff to attend are being planned for early spring 2020.

Project Portfolio Prioritization – Jim Sibenaller and Susan Malisch

Jim Sibenaller reported the portfolio started with 201 projects and 61 new project requests. At present there are 60 complete projects, plus an additional 17 projects that are forecasted to complete by December 31, 2019. The completed total for FY20 Q1 Q2 is forecasted at 77 projects (the highest in the last five years). The new FY20 Q3 Q4 portfolio includes 184 projects.

Susan recapped the 'A' projects as recommended by the Project Review Board, the Academic Technology Committee and the Business Intelligence Steering Committee for FY20 Q3 Q4. Following are some highlights from the discussion:

- Paul confirmed that EAB Navigate planning phase is underway.

- Kana gave an update on the Space and Asset Management – Phase 1 Implementation. JLL is in user acceptance testing now through January. They are currently in the process of testing asset information in the systems. Kana would like to target a demo towards the end of February or March.

- David gave an update on the Course Evaluation Replacement project. This semester the Campus Labs IDEA solution was replaced with SmartEvals, which will continue to be an ongoing implementation process. This semester received the highest response rate of 64% compared to the prior highest response rate of 54%. Expecting to see continued improvement moving forward once nuisances are worked out of the system.

- Paul explained ECSI is being sunsetted, and we are currently in contract negotiations for a replacement solution.

- Rita shared that 50% of transcript requests are now electronic; we are in the process of changing our e-transcript provider to Parchment in order to improve the experience.

- Michael H. is in the process of researching a better Gift Receipting Process, will report back with findings.

- Teresa gave an update on their search for a Travel and Expense Management Technology Solution. They have narrowed their search down to two travel agencies, a decision will be made at the end of January and she will provide an update shortly after.

- Jim explained Trinity is requesting that we automate a parking process for HSC.

- Susan shared the current WebCheckout version we have will no longer be supported by the vendor, so we are being required to upgrade. This upgrade is expected to affect quite a few areas.

The ITESC confirmed the recommended prioritization for the POR for FY20 Q3 Q4 as recommended.

ITESC Membership – Susan Malisch

Susan facilitated a discussion surrounding ITESC membership. It was recommended that Margaret Callahan continue in her new role. Furthermore, the ITESC confirmed an invitation to Lorna Finnegan, Dean of Marcella Niehoff School of Nursing, to join the steering committee. The new Provost will also retain a position on the committee. Susan will move forward with these actions. Susan asked for any further recommendations be sent directly to her.

Campus Partner Meetings – Susan Malisch

Susan explained that there would likely be some benefit from ITS meeting more regularly with campus partners. These meetings had occurred previously in a quarterly format (likely too frequent today). Susan noted this would be an ideal way to anticipate, plan and problem solve in a collaborative and efficient way especially with the proliferation of cloud solutions, and the accessibility of new technologies. ITESC agreed. ITS will begin scheduling these meetings.

Next meeting – Tuesday, March 3, 2020 – 1:00-3:00 – GC West | LT 1704 | and via Zoom tele/video conference.

Respectfully submitted,

Megan Youngs