LOYOLA
UNIVERSITY
CHICAGO

Preparing people to lead extraordinary lives

Attendees:

Area	Name	Status	Area	Name	Status
Academic Affairs	Chris Wiseman	In Attendance	Human Resources	Tom Kelly	In Attendance
Academic Affairs	John Pelissero	In Attendance	ITS/Facilitator	Susan Malisch	In Attendance
Advancement	Jon Heintzelman	In Attendance	ITS	Jim Sibenaller	In Attendance
Facilities	Phil Kosiba	In Attendance	Student Affairs	Fr. Richard Salmi	In Attendance
Finance	Bill Laird	In Attendance			

Minutes:

Welcome, Meeting Purpose & Agenda

The meeting commenced at 11:05 AM. The agenda for the meeting was reviewed and minutes from the 12/14 meeting were approved as written via declaration.

Review/Approve Prioritization Results

Susan reviewed the consolidated scoring matrix. It was noted that the top 3 priorities remained unchanged. Susan discussed the additional items at the bottom of the prioritization sheet that were added as "write-ins" from the Plan of Record. These were Bradford Implementation (Computer Registration), Enterprise Imaging/ECM Strategy and the Web Site for Student's Health Insurance. The timing/need for this last item was approximately May. The implementation of the new computer registration software, Bradford, is scheduled for rollout in February. The recommendation for an Enterprise Content Management/Imaging solution will be reviewed at the March 20th ITESC meeting. Loyola Alert Phase II was also discussed. Minimally, we need to automate the feed but detailed requirements are yet to be defined. Susan informed the group that NTI Group, Inc., creator of the ConnectEd software was recently purchased by BlackBoard. *Task: Define the scope for Loyola Alert Phase II.*   John informed the group of the annual staff & faculty salary enhancements and that regardless of rank they need to be ready to go. All agreed.

Chris asked how strategic/future items get added to the plan. The group discussed that those types of items should be vetted at the ITESC. Specifically she mentioned the requests coming to the School of Continuing Professional Studies and School of Social Work to perform training for outside groups or corporations. The students/attendees would not be Loyola students and we need a process for handling these opportunities. Chris said this opportunity is developing in several places and it could be an opportunity to increase revenue. Susan was aware of this concern, Jack Corliss is also informed and we are looking at BlackBoard and other alternatives. The goal is to get all students into one student system and to have a distance learning delivery method defined. John talked about the use of PeopleSoft regarding this and noted Executive Ed and the work with Harpo Studios as another arrangement in place. Licensing considerations for current platforms such as Blackboard and Peoplesoft should be reviewed as part of the discussion. John suggested that Carol Scheidenhelm and the ATC own this analysis. All were in agreement. *Task: Confirm Carol has the lead on this review.*

A draft was shared as a portfolio view of the prioritized and "major initiative" projects. A short discussion ensued. Fr. Salmi asked that on the next version that changes (such as completion dates) be highlighted. All agreed this was a useful tool. *Task: Jim to identify a method to show changes on the next version of the tool.*

John asked about the Commuter Student Parking project. He referenced a request from the City for student travel volume information and was wondering if the data could come from the parking systems. Bill said potentially yes, however, Fr. Salmi added some concerns about public transportation volume and that it is unclear how much Loyola traffic is generated from these methods of transportation. John said that the request was primarily a concern over parking in general.

Susan completed the prioritization review by going over the FY08 Major Initiatives and project alignment via the ITS Rings of Excellence. No concerns were raised; the prioritization results and FY08 Q3-Q4 ITS Plan of Record were approved as presented.

L:\SHARED\PAQS\Marguerite\Governance Web Site\gov_itesc\Minutes\ITESC Minutes, 01-17-08 Final.doc
Last Saved: 2/8/2008 2:15:00 PM

Page 1 of 2

Loyola Alert Enrollment Statistics

Statistics were shared on enrollment in Loyola Alert as of 1/16. To date just over 3000 people in total had registered. The application was made available on Friday, 1/11, for the initial arrival of students. Fr. Salmi suggested that a breakdown of students between on and off campus would be valuable. Tom noted that staff data analysis would be needed as well. The group thought another reminder would also be appropriate to help boost enrollment.

John asked about an extract to enable the BCDR contact list. Phil said that this was not part of Phase I but he is looking at utilizing the info for community outreach within his area. He will also be looking at data links and utilizing the ConnectEd functionality to replace the use of AlertNow as part of Phase II of the project. *Task: Identify additional reporting requirements. Task: Create additional communication to encourage enrollment.*

Susan began a discussion regarding the phone directory. The current on-line directory is manually synchronized with GroupWise on an occasional basis. We should eventually automate this step. The question is whether we need to do more than that to address online directory needs? Tom said no complaints were coming in. Susan mentioned that a directory link was available on both the LUC and LUMC web sites as one of the improvements already in place. All agreed that there wasn't a critical need to add any functionality to the current online tool but that some cleanup of information and automation with GroupWise is desirable. John talked to an issue he has with two locations but only one phone number; he's found a workaround but our current solution doesn't make this straightforward. Tom mentioned that a department search might also be helpful. *Task: (Low Priority) Schedule a meeting to discuss the current gap and needs for improvement.*

Schedule/Project Reviews

Susan briefly reviewed the upcoming schedule and contents for the ITESC meetings. Meetings will move from Fridays to Thursdays. We will make video-conferencing available (used during this meeting) and generally have consistent timing of 1:30-3:30 PM. She solicited for high profile projects that need to be reviewed. Bill commented that the Student System Upgrade review is key. He also noted that other projects should be brought in for issue resolution, risk discussions and as decisions are needed. Tom asked about an overall security review; Jim said that we could review the status of security program. Susan noted that both of these items would be discussed in the February 7th meeting. John also asked for a May update for the Student System Upgrade project (closer to deployment). All were in agreement. *Task: Schedule a status review of the Student System Upgrade during the May 1st and/or June 12th ITESC meeting.*

Wrap-Up

The meeting was adjourned at 12:02 PM.