Notes from AACC Meeting June 16, 2009

Agenda:

- Continue discussion of “Use Case” scenarios for Administrative collaboration workspaces following the Sharepoint and Techwiki demonstrations on May 19, 2009. Attendees were asked to think about ways that the functions offered by the different tools would facilitate collaboration needs in their areas.

Attendees:


Discussion:

Tim Kearns reviewed some of the areas where collaboration tools can add value to the organization:

- Workflow – e.g. assign tasks sequentially, completed tasks are forwarded, etc.
- Document sharing/repository
- Document collaboration
- Simple project management
- Communication – e.g. department blogs or other Web 2.0 applications

Feedback from various departments included:

- IP&A is using the “Tasks” function in Zimbra to track actual time spent on tasks (matching resources against goals)
  - Pros: ability to share with group
  - Cons: need to be able to attach documents, including email, to tasks
- AFD has many ad-hoc processes which may be difficult to set up a consistent workflow; ability to use individual/discrete editing
- A document development/creation tool is needed that is more powerful than Word (e.g. ability to publish to web/pdf; codification hierarchy and policy structure can be different/difficult to view).
  - Version-specific activity year-by-year to follow changes
  - Searching for specific topics to follow thread of changes (e.g. “academic freedom”)
  - Ability to tag appropriate areas (e.g. “training”, “process”, “policy”)
  - Multiple editors
- Many documents cover policy, training or process and it is important to be able to both “marry” the pieces of the document together, but also be able to identify and pull out specific changes without having go back several revisions to see when/where/what original version looked like.
- Web-based tool is probably a must-have
- More of an advantage to be able to manage tasks within workflow vs. managing the outcome of the tasks (e.g. documenting time it took to do the task)
- Would like to be able to publish data analysis (query-able data, e.g. electronic fact book)
- Don’t want to be locked in to publishing in the same way every time
- Gathering qualitative data through blogs in response to survey questions (e.g. need to capture WASC comments/results, including those from external users)
- Need to consider overhead and maintenance of any of these tools

Discussion ended with agreement to readdress next year.