AACC Meeting Minutes – February 25, 2002

Attendance:

Members Present – John Anderson, Rosemary Bowker, Euel Kennedy, David Mason, Barbara Melvin, Justine Nielsen, Rick Ramirez, David Ross, Holly Slettenland, and Susan Stewart (representing Armando Pezo-Silva)

Members Absent – Navjit Brar, Anthony Colvard, ASI Representative, Jim Maraviglia, Craig Nelson, John Pietsch, Armando Pezo-Silva, and Joe Risser

Guests – Jerry Hanley, Johanna Madjedi, Mary Shaffer, Karen Vaughan, and George Yelland

1. AACC Minutes - January 28, 2002: The minutes were approved as written. However, Dave Ross sent the following clarification by e-mail regarding Item 9.C: “ITS is working with Admissions to allow students to track the status of their Cal Poly admissions processing through the my.calpoly.portal.”

2. CMS Update:

Yelland updated the committee on Finance system reporting developments. A focus group of key departmental budget specialists is reviewing and testing financial inquiry reports through March, with expected feedback in April. In regards to purchasing, a private consulting firm has developed a new reporting resource, which is expected to be available in early April. The report will enhance purchase order referencing and provide selective e-mail-activated updates on significant purchase order activity. Madjedi suggested a web-based (portal) status window instead of using e-mail as a notification tool.

The Finance 8.4 new release, with new web interface and major structural changes, is currently being reviewed. If acceptable, it will be implemented in June/July, 2003 to correspond with the Human Resources web interface implementation. A pre-planning session on the new HR 8.X release will be held in the near future. There will be an open forum on March 21st regarding HR datamarts and reporting tables that are becoming available.

Training on the job scheduling software package is expected to occur in mid-March.

CSU is considering an option to purchase PeopleSoft’s portal, which the two pilot P/S Student Administration campuses will use for ease of access to SA. Yelland and the other campus Project Directors raised concerns about the long-term impact from being committed to maintaining/supporting a proprietary portal infrastructure, e.g., buying a systemwide site license instead of providing campuses the option to buy it. The campus cost associated with the current proposal is $80,000 in one-time costs and $20,000 in annual costs, which may be purchased out of this or next fiscal year’s funds. Hanley said CSU is trying to find a way to fund this instead of charging each campus. Cal Poly will continue to develop its own portal. Ross clarified that if the PeopleSoft portal is purchased, existing channels on Cal Poly’s portal could be integrated within the PeopleSoft framework.
3. **IACC Update:**

Bowker reported that the IACC has been developing guiding principles for faculty use of technology and related issues on general teaching and discipline specific. The document addresses available technical resources, support, and training.

The IACC has also addressed the Center for Interactive Teaching and Learning, which is focused on future technical needs related to the library's proposed 2008 renovation.

Information competency expectations of Cal Poly students to ensure life-long learning skills assessment and implementation are currently being reviewed.

The IACC sweep is now underway and the committee has asked ITS to present its accomplishments in two sessions in early to mid-May. This will allow IACC time to gather additional feedback from constituents and report back at the end of May on how ITS did this year and on requirements and priorities for next year.

The Cal Poly portal recent accomplishments and short-term plans have been reviewed. The improvements should stimulate greater use of the portal by improving information availability to students, faculty and staff with quick easy access.

4. **E-Mail Quota Implementation:**

Ross provided an E-mail quota update, stating that faculty and staff quotas will increase to 30 MB in March. (Student quotas will be increased in June.) The new allocation will no longer be separated between functions (e.g., in-tray, trash, file cabinet), but will apply to the mailbox as a whole. Additional storage enhancements will become available during spring quarter with 100 or 250 MB levels available at specified fees. ITS is still working out how to manage and automate notifications to users approaching the 30 MB limit. A notice will be sent to e-mail clients just prior to the e-mail upgrade. There will be no down time during the conversion process.

5. **Oracle Training Credits:**

Ross announced three upcoming Oracle training classes to be held on campus in mid-March and May. Each class is limited to 24 attendees with 10 spaces reserved for other CSU campuses since the training is being paid through systemwide Oracle training credits. Unused seats will be filled by Cal Poly, including Foundation, staff. Committee members were encouraged to inform Ross of any potential attendees. Ross will send the committee members more detailed information regarding the classes, as well as other special discounts on training available through Oracle.

Hanley complimented David Ross and Theresa May for their efforts in negotiating this opportunity.

6. **Enhanced Scheduling for Non-Standard Session Response:**

Linda Sandy's response to Tom Zuur's concerns regarding enhanced scheduling for non-standard course sessions were reviewed. Although several options were outlined, no conclusions have been determined.
Ross reviewed the proposed options, which related to re-engineering the system to allow multiple sessions within a term, modifying systems and changing Power levels, modifying the logic within the Power program, allocating a dedicated staff person, or manually processing interterm sessions, allowing people to register for multiple terms. Option #3 (Power-only enhancements) appears to be most viable.

It was suggested that Ross incorporate "Cash Net" interfaces into Option 5.

Concerns were expressed regarding "Summer Institute" and "Jump Start" second five-week session registration issues that may not be mitigated due to timing.

7. **TIA (Technology Infrastructure Initiative) Change Management Briefing (Added Item):**

Madjedi stated that the Chancellor’s Office is addressing impacts of the TII project on users and technical support staff. A handout describing the project was distributed. Four campuses, including Cal Poly, will be interviewed. The focus group meeting for users is proposed for Thursday, March 7, 11:00 – 12:00 noon. Other sessions are scheduled with LAN coordinators, ITS directors, ITS technical staff, etc. Madjedi invited nominations of anyone interested in participating in the focus group. Nominations are to be submitted to Madjedi and copied to Ross and Anderson.

8. **AACC Sweep Survey:**

Ross and Anderson are currently developing the AACC sweep process and addressing the best way users can communicate their needs and priorities.

Ross presented a draft survey designed to capture what the AACC constituencies need and want ITS to focus on during the next fiscal year. Past sweep requests and outcomes are available on the AACC web site. Bowker suggested the AACC web link be included in the survey’s preface to facilitate access to additional detailed information.

To ensure that all constituents are represented, AACC members will be asked to coordinate responses from specific entities and produce a single response that summarizes the collective as well as unique needs and requirements.

Available funding versus priority was discussed. Hanley clarified that the survey requests will be reviewed by ITS and matched against available resources to determine next year’s work plan by the fall. Hanley also spoke to the possibility of joint funding alternatives for certain projects to come to fruition.

Comments and recommendations received at this meeting will be incorporated into the draft survey by March 1. Final committee input will be sought by March 8. The survey is proposed to be distributed on March 12, with responses due back by April 5 and a group meeting on April 15 or 22 to review and discuss the results.

The next AACC Meeting will be held on March 18.

Submitted by Karen Vaughan