AACC Meeting Minutes – March 18, 2002

Attendance:

Members Present – John Anderson, Victor Brancart (representing Rick Ramirez), Euel Kennedy, Barbara Melvin, John Pietsch, David Ross, Mark Smith (representing Navjit Brar) and Susan Stewart (representing Armando Pezo-Silva)

Members Absent – Rosemary Bowker, Navjit Brar, Anthony Colvard, ASI Representatives, Jim Maraviglia, David Mason, Craig Nelson, Justine Nielsen, Rick Ramirez, Joe Risser, Armando Pezo-Silva, and Holly Sletteland

Guests – Jerry Hanley, Johanna Madjedi, Peggy Rodriguez, Craig Schultz, Mary Shaffer, Ken Sperow, Chris Stavros, Karen Vaughan, and George Yelland

1. Introduction & Updates:

**AACC Sweep** - Anderson noted that the final copy of the AACC Sweep Priorities Survey, including the scope of areas assigned to each member, was e-mailed to the committee on March 12. Anderson encouraged members to contact their constituents and incorporate their needs and opinions into the survey. The survey deadline is April 5. Anderson cited a problem printing the AACC priority update from the web site. Ross will investigate and correct the problem.

The survey results will not be presented at the next meeting, but will be reviewed in a specially scheduled meeting between April 16 and 26. AACC members were asked to e-mail Anderson their scheduled availability within the designated timeframe.

Final results and comments will be discussed at the May 6 AACC Meeting. The sweep will then be finalized and forwarded to the IRMPPC.

**AACC Web Site** - Members are requested to contact Mary Padilla if they wish to post documents to the AACC Web Site. Ross will make sure the most recent meeting minutes are posted to the AACC web site in the near future.

**Staff & Faculty E-Mail** - The e-mail quota for faculty and staff was upgraded Friday and now offers 30MB of e-mail storage over an entire individual account. The previous e-mail capacity was 20MB, but sectioned into individual components such as the in-tray. Enhanced services, providing additional space, will be offered for a fee in the near future.

**AACC Meeting** - The next AACC Meeting will be held on April 8.
2. **AACC Minutes of February 25, 2002** - The minutes were approved with a typographical amendment to Item 7, changing "TIA" to "TII".

3. **SCCC (Student Campus Computing Committee)** - Madjedi announced the formation of this new subcommittee of IRMPPC, chaired by Natalia Grandillert, which will focus on student computing needs and requirements. The first meeting will be held in early April where member roles will be defined. The committee's goal for this academic year is to establish the membership and define the issues/agenda for the next academic year.

Hanley clarified that the SCCC formulation was approved by the IRMPPC last year, and he welcomes an organized student group voice to provide input on student computing needs, in a manner similar to AACC and IACC. He noted that Madjedi is the ITS liaison to the SCCC.

The SCCC has requested an AACC liaison to be appointed to the SCCC for a two-year term. The AACC liaison is not limited to members, but could be a representative from any administrative area. After receiving no volunteers or nominations at the meeting, Anderson will follow-up later to solicit a representative to fill the position prior to the first SCCC meeting.

4. **AACC PRIORITY UPDATE** – Ross provided the following update on the priority status list:

- **Data Warehouse** - Ross stated that the initial PeopleSoft HR and Finance Data Warehouse tables are now complete. The group is now focusing on the re-architecture phase of the project. Oracle consultants and representatives from Chico have been assisting in further development of the warehouse.

- **PeopleSoft and SCT** – Ross is preparing a debrief and summary notes on the migration strategy following the national meetings with P/S and SCT.

- **Portal** – A 12-month summary of goals and achievements has been developed. The summary will be continuously updated and presented to the AACC for input and guidance.

- **Alumni** – By mutual consent, the Alumni address web update project has been put on hold due to project priority restructuring.

- **DegreeWorks** – This project is moving forward under Lynn Hays, who is assuming the role of ITS application administrator for "DegreeWorks" and "Resource 25".

- **Imaging** – The RFP evaluation group has completed related reference calls and is now scheduling site visits.
ITS News - The new ITS Announcements Channel within the Cal Poly Portal will be utilized to publicize ITS news related items.

Cal Poly Web Site Refresh – The ad hoc web refresh committee is currently engaged in this project. Input from the web-based survey and targeted focus group meetings, which solicited improvement suggestions, will be summarized into findings and recommendations from the ad hoc group with proposed implementation during the summer, e.g., a new search engine.

♦ Web Templates - Web page design templates will be offered to colleges and departments for their use. If a standardized web design template becomes a requirement in the future, it will be presented to the AACC for their review and input.

5. Status of PeopleSoft Portal - Hanley reported that the CSU has agreed to purchase a site license for PeopleSoft’s portal. The decision to purchase was based on valid needs by other CSU campuses for enhanced navigation and functionality; however, concerns were raised regarding the process by which such decisions are made by CSU. The cost to Cal Poly is $80K plus $20K per year for maintenance, which has not been factored into the campus budget. This will be taken to management staff to figure out how to pay for it through the budget process. Hanley reiterated that this will in no way affect campus plans to move forward with its own portal development. Hanley said that the P/S portal will be a subset of the campus portal, and interfacing/connecting the two should not be an issue. Hanley also passed around a copy of an Educause publication called “Web Portals and Higher Education.”

6. Update on My Cal Poly - Stavros gave a presentation on the "my.calpoly.edu" portal, which has been in development for one year. Since that time, infrastructure, framework integration with directory services, and security model placements have been established.

A. 12-Month Plan - Stavros distributed the "My Cal Poly Portal Plan Matrix" calendar for 2002 and reviewed its quarterly projects and goals. The Announcements, Single Click Access, Login Info, Student Life and Activities Events, Bookmarks channels have been activated. The On-line Grades Channel and Personal Information Channel will be launched this week. The portal has been secured by the development of encrypted communication between the web browser and back-end server. All content and usage data transfer interactions are now through a secure connection. As new services and channels become available, a feature will alert portal users of their arrival. Anderson invited Stavros to return at the completion of the next quarter to demonstrate some of the portal enhancements to the committee.
B. Staff and Faculty Development – ITS is also working with individuals and special subsets of the university to make other campus web sites and applications accessible through the Cal Poly Portal. Ross encouraged committee members to analyze how the portal could be used to assist their own constituents.

C. E-Coms and Student Tracking - Stavros said ITS is developing a customized Cal Poly Portal channel to integrated with "eComs", a web-based application which allows prospective students access to information about Cal Poly, obtain information about their major and available programs, and track their admissions process and status. This will provide limited access to other campus channels appropriate for prospective students. Once the prospective student is accepted and re-accesses the portal, they will be given more streamlined access to information and services available to them as a student.

D. Preferred E-Mail Addressing and My Cal Poly - Sperow presented a summary of changes being made to the way in which users update their preferred e-mail address. This information was previously stored in different applications and was not synchronized, i.e., a change in one application would not update the rest. The new process will synchronize these systems to a common database. The benefit of the new procedure is a consistent and reliable e-mail address for conducting campus business that will ensure delivery of e-mail to students, faculty and staff via their Cal Poly e-mail alias (e.g., jdoe@calpoly.edu) even if they prefer to use another e-mail system such as Yahoo or AOL. The new process allows individual faculty, staff, and students to update their own e-mail address (and students to modify their physical address) 24 hours a day, seven days a week via the Cal Poly portal. A campus-wide email notification will inform users of the change. MustangInfo, the previous tool used to update student e-mail addresses, will not be used but will direct students to the portal instead.

Minutes submitted by Karen Vaughan