AACC Meeting Minutes – 9/21/01

Present – Anderson, Bowker, Brar, Dana, Dignan, Giacona, Kennedy, Kitamura, Melvin, Nielsen, Pezo-Silva, Ramirez, Ross, Shaffer

Apologies – Colvard, Risser, Sletteland, ASI Representatives

Guests – Broome, Hanley, Madjedi, Stubberfield, Yelland

1) The minutes of the last meeting were approved as written.

2) CMS Report – Stubberfield reported that the campus successfully converted to P/S HR and cut over to Financials this summer. 710 users have been set up; two full payrolls and month-end processes have successfully completed. Users started entering purchase requisitions and student assistants started using the web application to enter their hours which department timekeepers approved online. 1,400 financial aid checks were cut yesterday. The campus is paying vendors and processing claims. Between March and the end of September, 178 training classes were held on campus with 1,700 enrollments through the web database. A survey seeking input on training was distributed. The Fall Quarter training schedule will be posted on the web shortly. The PeopleSoft conference was held in August; most sessions focused on conversion to 8.0. Summary notes will be distributed shortly.

Yelland noted a few key issues, e.g., users report the purchasing backlog is still an issue despite work done by P/S consultants to reduce it. Reporting is a big problem. Cal Poly has a replacement for the AM330 report but no mechanism to distribute it; hard copy will be used to distribute critical reports initially. A report management tool is still being investigated. He expects Envision to be ready in November; it will be piloted with a limited set of users first and then rolled out generally to the campus. Two datamarts to help with faculty recruiting will be available by early November.

Performance has been pretty good; the servers in Salt Lake City are working well. The issues are with third party tools, e.g., job scheduling, security reporting, Citrix hosting, etc., supported and implemented by SOSS. Security (e.g., a campuswide password change policy, which is something AACC can advise on) and other issues can wait, but report management is critical. CSU needs to come up with a list.

Cal Poly has a good working relationship with HOSS; they react quickly if we say it is urgent since, unlike other campuses, Cal Poly filters help desk calls before they reach HOSS. SOSS, on the other hand, has experienced a lot of turnover. Their quality of releases and turn-around time has been poor. Cal Poly has some development capability, but must wait for SOSS to update the fixes on their servers, so may end up running it locally instead.

Yelland distributed a long-term implementation planning chart showing proposed timelines for upgrading HR and Financials and implementing SA, which will be available to campuses in March, although Cal Poly elected to wait. Yelland expects to have information next week on the changes. He does not expect any loss of functionality, but isn’t sure since Cal Poly did not participate in the prototyping. The timeline reflects the date from SOSS releasing the baseline to the campus rolling it out to users. Regarding SA, Yelland said a phased implementation is planned,
pushed out to take advantage of fellow SIS+ campus CSU Long Beach’s experience, possibly through a partnership using the same consultants, etc.

Other major activities: Degree Works implementation; quarter to semester change; CSU Long Beach SA 8.8.X Implementation. Bowker asked if the quarter vs. semester issue would impact CMS. Yelland said it would not be a problem with respect to the software, but would be for the colleges in terms of converting their curriculum and business processes. Yelland is concerned about the viability of supporting on a single site if all campuses were the same. Anderson asked if network contention is still an issue? No, CSU worked out the problem with 4CNET. Brar asked if the Foundation has moved off P/S? Not yet, but they are exploring other vendors. Are there any plans to integrate Foundation into Cal Poly’s HR or Finance systems? Not at this time. Directory will provide a centralized resource to facilitate sharing data.

3) Millennium Migration Update – Brar reported that the Library successfully migrated PolyCat from a text-based to a web-based format. She described new functionality, including: Advanced Searching based on phrase; MyPolyCat (allows users to modify their e-mail address, renew items, request outstanding items, etc.); Preferred Searches (up to 20 can be saved and it automatically notifies users when new resources are acquired); InterLibrary Loan requests can be handled electronically; and Electronic Reserves (non-copyright material now; copyright material by Winter). She thanked ITS and the Library for obtaining campus funding ($250K). Bowker called it a wonderful tool that really facilitates access to information. She appreciates having resources in one place, e.g., Course Reserves with links to Blackboard, etc. Hanley complimented Brar on getting the system into production on time. Also, there are 20 wireless laptops available for checkout in the Library. Madjedi said ITS is developing an “airwaves policy” for the campus to address use of wireless resources.

4) 2001-02 AACC Priorities – Ross distributed an updated version of the AACC priority list mapping to ITS projects. (Ross will post the list on the web and forward the URL to AACC members after the meeting.) An index number and status column have been added. Ross reviewed and updated members on the status of each item:

a) Ross complimented the Library for adding substantial functionality to the portal. Bowker plans to use the portal to send announcements to Bio Sci students. She said faculty are eager to simplify things for students; having a single point of access and login will go a long way towards that. (Directory is the underlying structure to make this possible.) Ross thanked Pezo-Silva for partnering with ITS.

b) Advancement will be going live shortly with online giving through the web.

c) A server is being upgraded to prepare for eventual e-mail/calendaring transition.

d) Broome and Mary Spady are collecting requirements, working on the RFP, and building the business case framework for the imaging pilot.

e) Enterprise Directory Server – Dan Malone - network management application facilitated account set up by pointing to the directory.

f) ADA position is being funded starting in January. Ross will keep AACC updated and seek advice on the best use of that position.

g) Desktop management pilot is being planned and tested this quarter for implementation during Winter.

h) ITS is identifying resources for development and ongoing maintenance of a web-based newsletter.

i) The SC3 (student) committee is being formed to meet this year.
j) Initial workflow product investigation is underway. ITS will test and rollout. Document processing will be part of the imaging project analysis.

Brar noted problems she has connecting to the modem pool. Madjedi will follow up with Jason Holt to work on the problem.

5) Future Directions – Kennedy announced that this was his last meeting as chair. He has recommended that John Anderson assume the chair this year. If the president approves, it will be reflected in the new membership list. Kennedy will continue as ex officio for a while. It is up to the committee to determine how often to rotate the chair. Kennedy suggested deferring the discussion on future directions until the next meeting. Anderson said AACC’s plate is full and overflowing this year; there’s a lot to do in a short time. This committee serves an important function for receiving and disseminating information and setting priorities. Anderson will act as a facilitator and try to reflect the needs of the committee. Ross work with Anderson to set the agenda for ITS and the users. He suggested meeting about every three weeks and/or creating subgroups to work on specific issues. He is currently looking at Monday afternoons and will communicate the specific dates for the full academic year. He will use the first meeting to talk about the direction and format to be taken in future. He welcomes any input from members on how to improve the work of this committee.

Submitted by Mary Shaffer