Administrative Advisory Committee on Computing
Meeting Minutes
October 4, 2005

Members Present: Yelland, Barr, Brar, Holleran, Melvin, Ramirez, Ross, Stewart, Stover

Members Absent: Colvard, Elfrink, Goodman, Maraviglia, Mason, McCall, Sletteland, Spady, Sparling, SC3 and IACC Representatives

Guests Present: Schultz, Zuur, Kohler, Kearns, Shaffer

1. Approval of Minutes
The minutes of the 9/6/06 meeting were approved as written.

2. Short Announcements

LMS - Blackboard Status
Kearns reported on the first of three CSU meetings to develop requirements for a learning management system and to evaluate existing LMS systems in terms of features and vendor viability. A wide range of constituents was represented but little progress was made. Kearns did note universal agreement at the meeting that CSU should not mandate a single LMS for the system. Kearns will share minutes of the meeting with AACC when available. CSU will be looking at open source solutions at a meeting later this month and will be visiting the campus to meeting with various constituents regarding LMS requirements. Yelland suggested sharing what has been learned from CMS about a mandated approach.

SIS – Start of Fall Quarter Feedback
Zuur reported on problems during the first week of classes due to access and job setup issues and an absence of critical staff to resolve them. The issue was resolved by the second week, but it pointed to a need for proactive planning to avoid a similar problem in the future, e.g., deferring some production jobs during the first week, sharing emergency numbers and protocols for responding in an emergency, etc.

Information Security Forum
Noting that October is National Cyber Security Awareness month, Stover announced an Information Security Forum on October 25, 3-4 p.m. in the PAC classroom. OAR, HR, ITS and Stover will be presenting on key security issues. Stover distributed a handout and Shaffer will follow up with an email announcement. Members were asked to encourage their constituents to attend and to visit the security website at http://security.calpoly.edu.

3. PolyComm Update
Ross reported that performance has improved due to some recent changes. The migrations are going well and he hopes to have everyone on the new system by next week. Known issues are being addressed and members were encouraged to report any problems. Once migrated, the faculty/staff server will be turned off to identify any potential services that are still running so they can be moved by the end of October.
Upgrading to 10g, calendar for students and planning additional modules (e.g., files, web conferencing, instant messaging, etc.) are the next major milestones. Ross said the system may need to be taken down on a weekend to fix a problem with corrupt file structures.

4. Email as Official Student Communication

This issue is becoming critical due to implementation of PeopleSoft Student Administration. Ross said AIM is committed to providing students with guidelines on what they need to do to accommodate the policy, but is waiting to get through the PolyComm migration first. Shaffer will revise the current draft policy to separate the student piece so that it can be reviewed and approved by the end of Fall Quarter.

5. Software Acquisition

The latest version of the checklist was emailed to members in advance of the meeting. Ross said the intent is to make it as self-service as possible by providing access to websites and resources that can help users conduct a self-evaluation. The question of whether it applies to donated software was raised. Kearns said donated software should be included due to ongoing maintenance and support costs. The impact on academic software was raised. IACC has been consulted but their main concern was in knowing what software is already available (e.g., site licenses, etc.). It was suggested that this checklist be included in systemwide contracts. Zuur suggested testing the checklist with a product currently under consideration. Members were asked to email Ross and/or Yelland with other suggestions.

6. CMS Activities

Yelland distributed and reviewed a color coded document entitled “Cal Poly CMS Roadmap – Version 6 – Sept 2005.” The following highlights were noted:

Student Administration: The first go-live admissions module is in place, including a self-service application in the portal for applicants to check their status. Financial Aid must be in place in February/March, Registration by the end of July, and Grading in December for Fall 2006. However, this will not off-load the mainframe as applicants for the remainder of this academic year will still be handled on the old system. Use of SSN as the primary student number will go away once SIS+ is decommissioned.

Human Capital Management 8.9 Upgrade – The upgrade instance will be delivered by CSU in February. Absence Management, replacing Leave Accounting, will be available in October/November 2006; the campus cannot go live on 8.9 until then. HRSA 8.0 support ends by August 1, 2007.

Finance 8.9 Upgrade Pilot – Prototyping began yesterday and will run through mid-November. CMS Central will be modifying from November to March and then start the upgrade in March. By being a pilot campus, Cal Poly will go live mid-September.

Terminal Services Upgrade – New terminal services will be implemented for Finance initially, followed by HRSA and then BRIO. The new service will replace Citrix as the
tool for accessing nVision and Brio reports. The main impact will be a slight change in the user interface.

**Oracle Database Upgrades for HRSA**
The new CMS data center will still be operated by UNISYS, but is expected to be more stable and reliable. Cal Poly is one of the pilot campuses for that upgrade.

**Rollout New CMS Data Warehouse** – Cal Poly will pilot HR and then add SA and then Finance. The Discoverer query tool will replace Brio in conjunction with the HR Pilot project based on the new data warehouse structure.

**SCO 21st Century Project** – The State Controller’s Office will be migrating to a new system, but it is a moving target (February 2007 to April 2008). The new system will use automated feeds from HR rather than the manual process currently in place. CMS Central will still need input from each campus, but there are no standards or much consistency across the campuses. CSU will use the State Controller to generate payroll but maintain a consolidated master CSU database that will replace some of the functionality currently provided by the SCO.

**Minutes prepared by:** Mary Shaffer, Information Technology Services