Attendees:

Area	Name	Status	Area	Name	Status
Academic Affairs	Chris Wiseman	Absent	ITS	Jim Sibenaller	In Attendance
Academic Affairs	John Pelissero	In Attendance	Student Affairs	Fr. Richard Salmi	In Attendance
Advancement	Jon Heintzelman	In Attendance	**Guests:**		
Facilities	Phil Kosiba	In Attendance	Reg. & Records	Clare Korinek	In Attendance
Finance	Bill Laird	In Attendance	Reg. & Records	Kris Daggett	In Attendance
Human Resources	Tom Kelly	In Attendance	ITS	Kevin Smith	In Attendance
ITS/Facilitator	Susan Malisch	In Attendance	Academic Affairs	Carol Scheidenhelm	In Attendance

Welcome, Meeting Purpose & Agenda
The meeting commenced at 1:35 PM with a review of the agenda and introductions of guests. The minutes from the April 11th meeting were reviewed and approved as written.

Academic Technology Committee Recommendation – Upgrade to Blackboard
Carol stated that we are now on Blackboard version 7.3 and are currently testing version 8.0. The ATC is recommending an upgrade to 8.0 in May. The primary impact of the upgrade is improvements to the grade book functionality. Other improvements include the Self & Peer Assessment feature and Scholar; a social book marking component. The 9.0 version will have a more drastic web/user interface change so they would prefer a stepped approach to upgrades so that faculty can get used to the "Grade Center" before having to deal with multiple other improvements/changes. This approach lessens the change impact and will be easier to troubleshoot if any problems arise. The ATC members took it to their respective Faculty members for a test/dry run. Over half of the faculty responded. They felt the new changes were intuitive enough to use easily. Overwhelmingly they would like to see this installed before fall semester. Carol asked the ITESC for their approval to upgrade. Susan asked if there were any potential conflicts or retesting that would be needed because of the SIS 9.0 upgrade. Clare said that they would have to re-execute the interface testing. Both Kevin and Clare thought the retest would not impact the upgrade. Susan also asked about training, and if there was any potential coordination issue or conflict with the SIS 9.0 training. Carol said that faculty training is already scheduled. Clare said she would double check to ensure there is no impact or conflict. *Task: Verify that the two testing schedules don't conflict in any way.* Tom asked about conversion of existing classes. Carol stated that there were no major issues identified during the testing, some small issues, but nothing major. All were in favor of the upgrade.

Carol departed at 1:50.

Student Information System Upgrade
Clare reviewed the overall status of the project. They are in lime status, with a few small concerns identified. They have had issues with a few bundles in regards to coordinating those changes and getting caught up with the testing, stabilizing the supporting environments, completing the student financials bundles testing, and R&R customization not being available. They also had some work overlap/collision with end of school tasks. She is confident that they will be green soon.

Clare reviewed highlights of the open item/risk list. Two larger risks were recently cleared by Tom Catania and the team. They are still having issues resolving printing of some of the reports including refund checks. These issues are actively being reviewed and the team is confident they will be resolved.

The team is on their 5th iteration of testing. Clare feels they will be on schedule for the July deployment. The only yellow item, student financials testing, was just moved to lime this past week. There was an issue with the presentation of Student data. A customization was made to improve the view. This is the first "major" customization in 9.0, per Kevin. Tom Catania has completed the testing of the change and he is now pleased with the data presentation.

Susan asked about the training being held on 4/14-5/30 and what percentage of participation was expected. Clare said they have already had several hundred through the first level of training. The second level of training begins 5/12 and will run continually for new staff. Faculty training will start in mid summer and progress through the first semester. Standing weeks of training at both campuses have been established. They also have traveling training and Discover Loyola training identified. Repeat students will view a video clip to assist with basic functionality changes. There will also be an email campaign, paper documentation, and the first week of school program. Kevin said the training needs are minimized for students because the old links that students are used to are being left on the page. Bill asked about registration. John said they will register using the new system in November and doesn't feel it should be a concern given the intuitive nature of the new system. Kris added the student focus groups had positive comments and had no issues.

Susan asked about the security administrator position. Clare said that Rick Hurst has extended Sandy's commitment and that Kevin's staff is also assisting.

Clare and Kris walked through the new 9.0 version simulating typical functionality that different roles would utilize. No additional questions or concerns were identified.

Clare, Kevin & Kris departed at 2:40.

Upcoming Projects, Priorities & Reporting
Susan reviewed a sample status report that is currently being created by the EA/PMO area within ITS. It is proposed that a similar format would be used to communicate the status of major initiatives (Rings of Excellence projects) via a monthly status report and distributed to the ITESC and Cabinet. Eventually this information could be posted on a web page or dashboard. All were in favor of the format and distribution of the new report.

Susan reminded the group that the semi-annual prioritization exercise is coming up in June. We will execute the same process as the previous effort including the distribution of portfolio reports regarding new and completed items. Several significant new projects have developed over past months that are already impacting capacity and will affect our ability to add additional projects to the FY09 Q1-Q2 list. These new projects include PCI/DSS compliance, a secure BOT website, and several "portal" projects for admitted and current students that are in early discovery phases based on initial requirements from the Office of the First Year Experience and Enrollment Management. As a result, ITS is at capacity or above capacity in the PMO and Web Development groups. It is probable that ITS will need to bring in one or more consulting resources to keep all of the current projects on track and meet the required dates of these new high priority items. It was noted that it doesn't mean the projects cannot be done in tandem; however, the cost of doing the projects at the same time rises due to the requirement for additional resources. We need to agree that the incremental investment makes sense or we must defer projects until existing resources become available. All of these projects will become new PSS projects and will need to be prioritized. *Task: Determine priority and resource availability for new project requests.*

The meeting adjourned at 3:05 PM.