ERP Planning Group Minutes

Date: October 14, 2015

Attendees:
Present: Jacob, Chuck, Dave H, Karyl, Somer, Donna, Mary, Matt, Renee’, Rose, Ruth, Scot
Absent: Jaimie, Rico, Mark, Leah [David V., Amanda]

Agenda:
1. Welcome & Good things (All)
   A. Student Success Collaborative moving forward

2. Needs (All)
   A. None

3. Membership Update
   • With Aaron LeMay’s exit, we have added Amanda Withers as interim member.
   • With role changes in F&O, we have added Dave Verghese who will join in November.

4. SciQuest update (Renee’)
   • SHSU is purchasing Sourcing Director and AP Director to automat bid process (6 weeks)
     and for vendors to have a portal to submitting invoices (10 weeks).
   • Working on a contract piece – goal it to have a repository for all contracts.

5. Reporting (Donna/Chuck)
   A. Single Report Request Method
      The goal is to go to Cherwell at this time because of the benefits. Down the road, other
      options such as Perfect Forms can be looked at.
      i. All report request links point to a single report request form
      ii. IE Analysts & ES Analysts request queue
   B. Report Request Tiers
      The idea is to have a super user or a “Jim Gross” for a division/department because IE and
      ES cannot help everyone efficiently. The super user is not a requirement but the idea of
      the tier is as follows:
      i. Divisional/Departmental resources
      ii. IE Analysts
      iii. ES Analysts
   C. Distributed Reporting Resources
      Chuck is drafting a document of policy and procedures for the group to look at in the
      future.
   D. IBM License Availability
      i. Will need to do an audit by redacting and reissuing.

6. Legacy Decommission update (Chuck)
   • Discussion is ongoing and negotiations are taking place before a program is pulled.
• 179 remaining legacy programs; 45 of which are scheduled for decommission in October. See attachment for additional information and progress.

7. Data Standards and EAB Onsite (Jacob)
   A. EAB onsite held 9/22 to discuss the first nine (9) Hallmarks of *A Common Currency* (attached).
   B. The following 9 Hallmarks are listed below. The bolded hallmarks are areas where SHSU is currently focusing. Italics indicate an area of focus in the near future. Time allowed only a brief discussion on the first four.
      1. **Institutional Ownership of Data**
      2. **Bicameral Data Governance Structure**
      3. **Fast-Cycle Decision Frameworks**
      4. **Pop-up Data Dictionaries**
      5. **Accountable Data Stewards**
      6. Automated Data Quality Testing
      7. Fast-Turnaround Error Check Reports
      8. Unit-Level Data Quality Scorecards
      9. User-Friendly Data Entry Instructions

8. Needs Revisited
   None

9. Adjourn (Jacob)

   *If you don’t know where you are going, any road will get you there.*

   - Lewis Carroll, *Alice in Wonderland*

**Attachments:**

1. Legacy Program Decommissioning Project Update for October
2. EAB’s *A Common Currency* report