ERP Planning Group Minutes

Date: May 11, 2016

Attendees: Mark Adams, Donna Artho, Jacob Chandler, Ruth Chisum, Somer Franklin, David Hammonds, Karyl Horn, Rose Kader, Matt McKnight, Leah Mulligan, Tessy Rappe, Renee’ Starns, David Verghese

Agenda:

1. Welcome & Good things (All)
   A. Procurement and Business Services moved off campus
   B. Grade Entry went well
   C. Rolled out End of Term same day
   D. HR webpage update
   E. Annual Performance Appraisal now done in Talent Management

2. Needs (All)
   A. None

3. Upcoming Professional Development
      i. [http://texas-connection.org/home/events.html](http://texas-connection.org/home/events.html)
      i. [http://www.educause.edu/annual-conference](http://www.educause.edu/annual-conference)

4. Ellucian Live Recap (all)
   A. Presentations given at Ellucian Live:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenters</th>
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<tbody>
<tr>
<td>Budget Development, Salary Planner, and Cognos</td>
<td>Karyl Horn, Jacob Chandler</td>
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<tr>
<td>Improvements to Data Definitions, Data Dictionaries, and Report Inventories</td>
<td>Jacob Chandler, Lisa Tatom</td>
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<td>Employee Profile Implementation</td>
<td>Casey Campbell, Karyl Horn</td>
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<td>Fiscal Year Rollover</td>
<td>Chester Bammel, Amanda Withers</td>
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<td>ERP Security Suite</td>
<td>Matt McKnight</td>
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<td>Banner Web Time Entry</td>
<td>Panel Discussion with Karyl Horn</td>
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<td>Recruiter for Grad Admissions</td>
<td>Lauren Sears, Mary Pascarella</td>
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   B. Jacob encouraged departments/divisions to schedule meetings with IT to map next steps after learning about new products/features at Ellucian Live. The Registrar’s Office has already scheduled their meeting.

5. XE Transformation timeline (Matt)
   A. Matt presented and discussed the draft timeline for Banner XE upgrades.
   B. Feedback is needed on the timeline to see if it is feasible. Matt will send out a revised timeline after everyone reviews for conflicts in their respective areas.
   C. Matt presented a small demo of the differences.
   D. Matt noted that BDM is planned to be upgraded this Summer.
E. There needs to be a plan for campus communications regarding this upgrade and time for departments to revise their process documentation.

6. **Academic technology planning meetings (Jacob)**
   A. IT@Sam department heads are beginning meetings with Academic Deans or designees to discuss the technology requirements of the Colleges. The intent of these meetings is to move from operational, short-range topics into more strategic conversations to improve the alignment of IT services and support with academic computing needs.
   B. Somer asked that she and this Group be made aware of the findings.

7. **Chrome River (Tessy)**
   A. Finance and Operations is investigating Chrome River, an Ellucian Partner, to facilitate travel expense management.
   B. A demo of Chrome River will take place on May 17, 2016.

8. **eSignature Project (Jacob)**
   A. TSUS component institutions are tentatively moving forward with the purchase of DocuSign.
   B. Jacob is working on this initiative and will provide the Group with further information for review. Moving forward, the Group will need to confirm the initial list of documents, and further develop and prioritize those lists. Group members should be the point persons for their divisions to gather and refine additional information about these possible documents.

9. **IDEA powered by Campus Labs (Somer)**
   A. Academic Affairs, SHSUOnline, and IT@Sam will be implementing a CampusLabs interface into the IDEA course evaluation system. This interface will provide a better user experience for faculty and students, and reporting and analytics for survey results. Additionally, the setup of the evaluations will be much easier for Academic Affairs, SHSUOnline, and IT@Sam staff.
   B. This system will completely replace all paper-based assessment with this online interface.
   C. We anticipate a campus wide soft go-live this summer.

10. **Intelligent Learning Platform (Ruth, Jacob)**
    A. See ILP memo that was presented.
    B. This is for bi-directional communication between Blackboard and Banner.
    C. Jacob was seeking the Groups support and understanding of the resource allocation needed to complete this and other projects.
    D. Dave Verghese expressed concerns with the soft drop process and information being accessed in a round-about way.

11. **Update - Portal Discussion (Jacob, Matt)**
    A. IT@Sam has discussed the future of both portals offered by Ellucian (i.e., Ellucian Portal [SharePoint], and Luminis 5 [LifeRay]). At the moment, the best of the two portals appears to be the SharePoint-based Ellucian Portal because the campus may have greater need for SharePoint in the future.
B. Ellucian leadership has made some comments that hint that the portal may be unnecessary in the future, but unwilling to commit at this point.
C. Implementing Ellucian Portal (or Luminis 5) would cost approximately $80,000 in implementation services. Because of the cost, IT@Sam will continue to investigate the non-portal option and develop a proof-of-concept before proceeding with Ellucian Portal.

12. Update - Campus-wide Qualtrics license (Jacob)
   A. TSUS component institutions are purchasing a site license for Qualtrics. This purchase is being communicated with Colleges as we meet with them, and official communication will be sent once we know more about the operations of the system.
   B. Initial comments from academics have been positive. However, some concerns need to be addressed in the future.

13. Needs Revisited
    N/A

14. Adjourn

Attachments:
1. Memorandum – Summer ERP Project Timeline (draft)
2. Memorandum – Ellucian Intelligent Learning Platform Overview