ERP Planning Group Minutes

Date: June 8, 2016

Attendees: Donna Artho, Jacob Chandler, Ruth Chisum, Somer Franklin, David Hammonds, TJ Harris, Karyl Horn, Rose Kader, Chuck Mize, Tessy Rappe, Teresa Ringo, Amanda Withers

Agenda:

1. Welcome & Good things (All)
   A. Online IDEA course evaluations soft go-live on 6/20/2016

2. Needs (All)
   A. Address Validation (Ruth, Chuck, Somer to meet after)
   B. Time to send the mass email for evaluations (Jacob will check after the meeting)

3. ERP Timeline (Jacob)
   A. The purposes of this group is to help prioritize projects of the ERP system and to help ensure priorities are in-line with needs and resources.
   B. A draft timeline of ongoing projects for the next 6-9 months was sent out prior to the meeting for review. Prior to and at the meeting, the group gave input on projects and known deadlines for the projects and initiative in their respective areas.
   C. Members of the committee will work with their divisions to communicate requested priorities to the committee, and communicate confirmed priorities from the committee back to their division.
   D. Those projects with known deadlines on this list are considered priorities and IT will work with the respective areas to dedicate resources to complete them in a timely manner.
   E. As deadlines and new projects/initiatives become known, it is imperative that this information gets communicated to Jacob so the list can be updated and these initiatives be discussed with the committee.
   F. A consensus was given that this should be reviewed again in six (6) months.

4. Intelligent Learning Platform (Jacob, Ruth)
   A. This discussion is a continuation from the previous meeting to clarify concerns expressed.
   B. Funding is secured for FY2016 and FY2017. IT will cost share with DELTA on the initial implementation. IT will pay ongoing maintenance costs.
   C. The group was at a consensus to proceed with this product. This will be incorporated into the ERP Timeline; and, there are currently no pressing implementation deadlines.

5. Campus-wide Qualtrics license (Jacob)
   A. TSUS component institutions are purchasing a site license for Qualtrics. It is a survey tool that would be made available to Campus. The goal is to have it available Fall 2016.
   B. Jacob is having initial discussion with Qualtrics and will need to further discuss needs, policies, etc with Academic Affairs, IE, etc. before it is formally adopted by SHSU.

6. Legacy Decommission Update (Chuck)
   A. September 1, 2016 continues to be the decommission target date.
B. Currently, under 20 programs and 60-70 reports remain. Chuck asked for assistance and support from the ERP group members in their respective areas as the deadline is approaching and some areas are “holding out”.
C. Conversations continue regarding the data and adherence to the records retention policy.

7. Adjourn

Attachment:

1. Draft ERP Timeline