ERP Planning Group Minutes

Date: June 14, 2017

Attendees:
Donna Artho, Somer Franklin, David Hammonds, Rose Kader, Matt McKnight, Scot Mertz, Chuck Mize
[Phone: Ruth Chisum, Karyl Horn, Tessy Rappe, David Verghese]

Agenda:

1. Welcome and Good Things
   A. Donna – Employee attended training and brought back great ideas using graphics tools to show students’ majors and their transitions
   B. Somer – Job well done on Windows 10
   C. Dave – Printer Driver only major Windows 10 issue (Tessy to ask Jeremy about BKB)
   D. Ruth – Has over 130 students for the fall who are the recipients of the new SHSU Accepted Student Online Scholarship. Each scholarship is $1,000. This is a new initiative to increase enrollment for 100% online graduate students. It is a collaborative effort with the 60X30TX department, Admissions, Financial Aid, and Enrollment Communications.

2. Needs List
   A. N/A

3. Data Custodian Annual Review Process
   A. Chuck explained that there is not a well-defined or regular process that exits for the annual audit that is required by the Data Access Review Policy IT-05. In the past, it was just an email being sent; and after the last review in October 2016, it was determined that some of the Data Custodians did not know what to do with the information.
   B. Chuck proposed the following review procedure for the annual audit:
      - The Data Owner/Data Custodian report will be distributed along with an annual review certification form, on or about June 1 each year.
      - Data Owners will review and adjust identified Data Custodians.
      - Data Custodians will review and adjust Data System access.
      - The reviewed and amended Data Owner/Data Custodian report and annual review certification form will be returned to IT on or about July 1 each year.
   C. Somer requested that the review report include Name, Department and employment status for users of the particular systems.
   D. Matt suggested to start with Banner for the review as the Security Matrix has most of the information to be reviewed.
   E. The group decided to initiate a review this month so we could start the annual cycle with the proposed procedure.
4. **Address Data Survey – Preliminary Results**
   A. Chuck presented the preliminary results from the Address Data Survey that was sent out on May 30, 2017.
   B. There were questions as to whether there were enough responses for the survey to help make appropriate conclusions. It was asked that Chuck provide the survey data results from the Qualtrics Survey for review to help determine the next steps.
      - See Address Survey Report

5. **Needs List Revisited**
   A. Donna – Requested an update on current projects and tasks
      - Will be provided at the next meeting
   B. Donna – Requested an update on the status of MySam/Portal/Banner 9
      - Chuck explained that they are still moving forward; however there have been two different date ranges from campus and a final decision has not been made. The dates are: early August or November.
   C. Donna – Requested an update on the need to look beyond Cognos for reporting (Argos).
      - Chuck stated that since Jacob has left, he will need to get caught up on this topic and will see what needs to be done to move forward.

6. **Launch**

   *Everybody is a genius.*

   *But if you judge a fish by its ability to climb a tree, it will live its whole life believing it is stupid.*

   - Albert Einstein -