Date: September 12, 2018

1. Welcome

2. Needs List

3. Discussion Topics
   a. ERP Facilitation Workshop Recap
      i. Dr. Lewis gave a PowerPoint presentation reporting on the ERP Facilitation Workshop held on August 3, 2018. She briefly described the breakout and braining storming sessions followed by the Top 5 Priorities voted on by those present at the meeting.
         1. Top-rated, 5 themes identified, with total “votes” per theme:
            • 11 - Clear description of the overall role of the committee
            • 10 - Scope – ERP too narrow
            • 10 - Overall encompassing governance model
               i. (very similar to theme; 6 - Define approve governance process)
            • 9 - Visibility into the IT queue of projects
            • 9 - Do what’s best for university
   
   b. Review ERP Facilitation Workshop Findings
      i. Dr. Lewis presented the Actions Items as a result of the Facilitation meeting:
         1. Draft a new Charter
            • Propose language that defines the Group: Definition / Vision / Mission / Scope
            • Define nature a projects or items that the Group will review
               i. IT Project sizing model/other factors applied to determine committee projects
               ii. IT has internal Project Classification – Bring concept/information to committee
         2. Look at formalized processes
         3. Provide a report of this Facilitation meeting at the next scheduled meeting [complete]
   
   c. Mission and Vision Statements for Discussion
      i. The group discussed the mission and vision statements; however, it was determined that a subcommittee should be formed to help draft them and report back to the group.
      ii. It was determined that the charter will be looked at after the vision/mission
statements have been developed and further guidance is acquired on the preferred method of reporting to Cabinet. It was suggested to look at the Committee Book for possible guidance.

iii. Donna Artho, Dave Hammonds, and Judith Lewis volunteered to work on the vision/mission statements.

d. Governance Model for Discussion

i. The group discussed the governance model presented by Dr. Lewis and was at a consensus that the core group needs to be kept small. Further discussion is needed to define roles, terms limits, the need to have the right person to represent the areas, ensure all areas are represented, and what mechanism will be used to arbitrate the outcome for competing projects.

e. Next Steps:

i. Small subcommittee of volunteers to complete mission and vision statements and bring back to the larger group. When ready, share road and path with Cabinet to ascertain level of agreement.

- Building a regular interlock between the group and Cabinet will be critical to long-term success
- Establish appropriate communication cadence with Cabinet to inform of initiatives and issues for input
- Communication with Cabinet important to avoid “working in vacuum” or pushback over misunderstood intentions

f. Policy Management System (Dr. Robbins)

i. Somer gave an FYI to the group in Dr. Robbins absence stating that Stephanie Fors is gathering information to see if anyone currently uses a policy management software as Academic Affairs is in need of a solution. The idea is for this to possibly be used institutional wide for tracking, editing, and publishing the various policies SHSU has.

4. Needs List Revisit

5. Conclusion