Date: January 14, 2015

Attendees:
Mark Adams, Donna Artho, Jacob Chandler, Ruth Cubas, Somer Franklin, Dave Hammonds, Jaimie Hebert, John Hitzeman, Karyl Horn, Rose Kader, Aaron LeMay, Scot Mertz, Chuck Mize, Mary Robbins

Agenda:

1. **Update on the start of the semester/year (All)**
   The Group reported on their respective areas with the majority having no issues to only minor issues; however, the following areas need attention.
   a. People Admin and HireRight issues
   b. SSO issues with Student Success Collaborative
   c. Students coded as athletes

2. **SciQuest Update (John Hitzeman)**
   John stated that he is looking at Contract Management Software which is a current feature in SciQuest. He is testing his options and may implement this feature by September 2015. This feature is for major contracts to help track the expiration dates.

   As a side note, Rhonda Bessaie, in the office of General Council, is looking for assistance with the contract review form possibly using PerfectForm which is currently being expanded. Somer brought up Maxient which is for Title IX compliance/student conduct and the possible need for Perfect Forms, too.

3. **Project Scheduling (Jacob Chandler)**
   Jacob presented a draft of the IT@Sam cross-divisional project timeline. This timeline is to give a high overview of the current projects being worked on using the new team structure. He stated that there are approximately 130 projects; however, only those that need joint resources from multiple departments are represented on this timeline.

   The TSUS banner instance move to SHSU was discussed. Aaron recommended the utilization of SHSU’s existing instance rather than a separate instance. Jacob and Aaron are to further discuss this project to determine the best approach.

   Jacob asked the Group to inform him of any items not on the timeline or the FY15 Priority List that either needs to be completed this fiscal year or not on the list.
   a. Syllabi and Vita need to be rolled out by the end of the Spring semester
   b. Banner XE - Faculty Advisor piece needs to be rolled out by end of Spring semester
   c. Orientation Platform needed
   d. More lab space needed