ERP Planning Group Minutes

Date: December 10, 2014

Attendees:
Donna Artho, Somer Franklin, Dave Hammonds, Jaimie Hebert, John Hitzeman, Karyl Horn, Rose Kader, Aaron LeMay, Diane McCormick, Matt McKnight, Scot Mertz, Chuck Mize, Mary Robbins, Heather Thielemann

Agenda

1. **XE Demo**
   Matt McKnight demonstrated the Banner XE version of the Faculty Grade Entry module and the Student Profile for Advisors. The feedback was positive; however there will need to be further discussions on linking to Degree Works and other data. The ERP Planning Group will be asked to advise on the modules before they come on-line. Dr. Hebert asked that this demo be given to the Deans in January or early February as they will be better able to advise on the timing of the roll-out.

2. **Report System Improvement Initiate Update (Donna, Chuck)**
   Chuck Mize and Donna Artho gave a presentation on the progress of the reporting initiative.
   - **Purpose**
     i. The report system improvement initiative that started in 2013 was to simplify the reporting system so that it will be accurate, responsive, and easy to understand and use.
   - **Goals**
     i. Deliver routine information efficiently via clear, consistent communication
     ii. Provide appropriate format, quality and quantity of information
     iii. Improve decision support tools
     iv. Promote unified data points (single-version of the truth)
     v. Build a single enterprise data store/warehouse
     vi. Promote efficient use and maintenance of administrative software systems
   - **Definitions and Roles**
     i. Consumer – has access to Data Cookbook and Cognos to run existing reports.
     ii. Business Authors – have access to write/modify departmental ad hoc reports from existing data sets.
     iii. Report Authors – work with Institutional Effectiveness (IE) and Enterprise Services to write/modify reports from new or modified data sets.
     iv. Data Modelers – directly maintain and support SHSU institutional data stores.
     v. Data Cookbook – “One-Stop” index of SHSU official non-ad hoc reports.
     vii. Enterprise Services – Builds, supports and maintains SHSU data stores.
   - **Considerations**
     i. “With great power comes great responsibility.” – Voltaire
     ii. Advanced reporting roles have costs for licensing and training.
iii. Departments must provide funding prior to permissions and licenses being assigned.

iv. A Enterprise Data Warehouse Utilization project will be brought into the reporting system initiative during the second half of 2015.

- **Next Step**
  i. All new report requests to be received by IE in January 2015 for comparison to existing available reports and/or routing to best resource via Cherwell submittal.

3. **Announcements**
   - Serve Patch Roll Ups will take place over the Christmas Break
   - HR and Tax Year updates taking place this weekend
   - Degree Works upgrade taking place this weekend
   - Enterprise Services has only received two new initiative requests for FY2016

4. **Next Meeting**
   - Proposed Discussion Items
     i. Projects in queue and associated timelines
     ii. Portal demos/ideas/needs