

Applications Steering Committee

Agenda – December 5, 2008

Present: Don Flickinger, Denise Grinnell, Kristen Salomonson, Jennifer Thede, Karen Thompson, John Urbanick,

Absent: Dan Burcham, Sandra Davison-Wilson, Melanie Mulder, Deb Yost,

Handouts: Agenda, Applications Org Chart, Applications Technical Team Charge, Top 10 IT projects

Review Minutes - minutes from 9/24 approved.

New Members – Mary Kay MacIver will represent UA&M on ASC starting in January. Don asked that there be an interim rep to replace Richard for the rest of the year and then potentially the new library dean may come or someone else that bubbles up. Need to find someone who can see the global picture. A person from FCTL would be a good choice because a faculty person tends to live the technology more. This person will be appointed by next meeting.

Discussion on Structure to Manage “Enterprise” Applications

- Review Draft Chart & Charge – Clarity of charge is important. **John and Denise will refine the charge so it is clearer.** The first sentence is fine as the charge and then bullets will be used for clarity. This will be shared electronically for approval.
- Review Draft Applications Technical Team Charge & Profile – Denise and this team review projects that encompass more than what the ASC deals with. Denise would like an Acad. Affairs rep that could contribute a couple of hours a couple of times a month, someone that can make decisions; Bill Knapp was suggested. Reviewing membership year to year was suggested. Dotted lines will come off of charge Jan. 12 and John will send out a memo to the FACT team with new structure with two new chairs. Charges will be updated, too. Need to make it clear what integrated and non-integrated mean. This will be shared electronically for approval.

Top 10 IT Projects – Denise would like the ASC to help prioritize the projects that are currently working on. She brought a list of the top 10 projects, compiled by her and Jim Cook, though there are 40 or so more. The top four projects are security-related. How much time should be spent on maintenance vs. new projects? Are there industry standards to go by? Denise gauged that there needs to be 70/30 maintenance/new project time. When maintenance is not prioritized it leads to instability in current systems. The time also needs to be taken to figure out why there was an issue to avoid it in the future, rather than just getting a system back up quickly to go back to working on a project. Denise would like the ASC to put a value on a project, but the ASC will need to

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understand what the project is. Denise will work with John on coming up with concise descriptions of the projects.

Project Portfolio Management – application of systematic planned initiatives, projects, and ongoing services. John showed a demo of a project portfolio management solution. The IT managers are prioritizing as a major IT initiative.

Google Mail Update – Jan. 3rd will start Google transition and will be completed on Jan. 5th. Students will get a new email interface. Communication is the focus now and something will happen every day related to communication. Students will be their user ID@ferris.edu which will help with email for life. Mail will not be migrated, so they will need to forward it out, and there will be instructions provided for address book exporting. Faculty/staff will have their Lotus account only, not a gmail account too, even if they are also students. However, if F/S leave the University it will be part of the exit interview process. Faculty will not have to change any address books or lists for their students, because all the email addresses will work.

Annualized Planning for “Enterprise” Applications

- Discussion on IT Planning Strategies for this Cycle
 - Collect Plans Prior to Submission from each Division – perhaps provide input at the VP level this year. Have Apps Technical Team weight in. Can communicate to deans, etc. that if they put forth an enterprise solution and get funding for it, there are already other projects in-line and it might not mean the project gets done this year.
 - Or
 - IT was decided that because we have a new planning process this year, it is best to work with VP's after all plans are approved at that level. Then any IT initiatives could be fully vetted for completeness and overall importance to the University.

Round Table

Kristen – RFP for enrollment (student prospecting) management software. Vendors coming and determination made in Feb. The Axiom people (data loading) are coming and are a Banner-preferred partner and data moves over more quickly because of how their product is integrated with Banner. John asked Kristen to share the RFP. If choosing another CRM other than Axiom, we still may need Axiom. Axiom also reads transcripts.

Jennifer to schedule meetings for spring semester. – DONE. Last Wed. of each month, 3:30-5:00pm.