**Attendees:**

| Area | Name | Attended/Absent | Area | Name | Attended/Absent |
|------|------|-----------------|------|------|-----------------|
| Advancement | Karen Paciero | Absent | Provost Office Representatives | David Slavsky | Attended |
| | Chuck Van Hecke | Delegate | | | |
| Enrollment Management & Student Success | Paul Roberts | Attended | HR | Winifred Williams | Attended |
| | | | | Danielle Hanson | Attended |
| Facilities | Kana Henning | Attended | ITS/Facilitator | Susan Malisch | Attended |
| Finance | Wayne Magdziarz | Absent | ITS | Jim Sibenaller | Attended |
| | Teresa Krafcisin | Attended | | | |
| President's Office | Tom Kelly | Attended | Student Development | Jane Neufeld | Attended |
| Provost | Norberto Grzywacz | Attended | UMC | Jeremy Langford | Attended |
| Executive Vice Provost | Sheila McMullan | Attended | School of Nursing | Lorna Finnegan | Attended |

## Welcome, Meeting Purpose & Agenda

The minutes from the October 22nd meeting were approved as written. The agenda for December 8th, 2020 includes a discussion on Student Experience Technology Strategy and the review and approval of the FY21 Q3-Q4 Project Portfolio Prioritization.

## Student Experience Technology Strategy – Susan Malisch

Susan shared the concept presented from Gartner research of a student experience strategy managed across the student lifecycle. Like most universities, the student experience at Loyola currently does not have one specific "owner", rather, many stakeholders across the University. One challenge is identifying ownership since there are many cross-functional stakeholders.  With intentional planning, a more holistic view can be developed with an opportunity to engage students and develop a "lifecycle view", prioritize business process, and resolve data and workflow issues as appropriate. Susan opened a discussion on the presence of elements of student experience strategy in the draft strategic plan, and the opportunity to bring this together as an overarching theme. It was agreed this is an important conversation and that technology is significant in what allows us to continue to improve our student experience. Jane recommended using a cohort of freshmen students and follow them for the time they are students here, all the while requesting feedback for certain areas of the student experience. This could be a useful way to get honest feedback from students. The group agreed the next step would be for Susan to take this conversation to Dean Michael Kaufman for consideration as a priority within the Strategic Plan. Susan will work with Sheila and Norberto to bring this conversation to Provost Leadership Team and Council of Deans when appropriate.

## Project Portfolio Prioritization – S. Malisch & J. Sibenaller

Susan informed the group that this is the first time the Health Sciences projects, including SSOM requests and Informatics & Clinical Research, have been included in the project portfolio. Jim Sibenaller reported the portfolio started with 190 projects and 139 new project requests. 53 of the new projects are related specifically to research, SSOM and COVID-19. Combined projects leaves us with a portfolio of 329 projects, the largest portfolio on record. At present there are 87 completed projects, plus an additional 31 projects that are forecasted to complete by the end of the calendar year. The completed total for FY21 Q1-Q2 is forecasted at 118 projects. The new FY21 Q3 Q4 portfolio includes 247 projects. Jim reported the resource gap for FY21 Q3-Q4 to be at 59%, which is also the highest gap on record. While the number of projects has been growing, the size of the projects has been steadily increasing as well.

Susan recapped the 'A' projects as recommended and prioritized by the subcommittees and ITS for FY21 Q3-Q4.  Highlights from the discussion include:

- FARS (Faculty Administration Re-Architecture Strategy) – Jim shared that Interfolio's "Review Promotion and Tenure" module has been selected with a target go-live at end of April. Faculty online contracts will be implemented across the University in Spring 2021, and discovery for salary planning across campuses/systems will begin.

- Chatbots/ LUie – ITS continues to place LUie on more webpages. LUie will soon be able to answer questions regarding return to campus in January.

- SAN Replacement – Technology selection complete and replacement is being planned.

- Travel Management Services – This project had been placed on hold as a result of University travel being suspended due to COVID. This project is back on track, so when travel is allowed again we will have the new platform in place.

- Review and Evaluate Proposed Research Administrative Solutions – Initial target timeline in discussion with Dr. Singh is July 2022. Sonny and Norberto are currently discussing funding.

- Collaboratory – Sheila requested that Scott Hendrickson be involved in this effort as his office will soon begin work on global and community engagement.

- Advancement / Development – Susan indicated that recommendations from Blue State might impact some of these projects. Chuck confirmed that they will likely continue to move forward with gift receipting process with the upcoming capital campaign.
- Automate HSC Parking/ID Processes for LUC Students – Title should be updated to include faculty and staff, as it affects all areas.
- Replacement of ECSI SALNet (Flywire) – This project has been placed on hold.

The ITESC confirmed the recommended prioritization for the POR FY21 Q3 Q4 as recommended.

**Next meeting – Thursday, February 25, 2021 – 10:00am -12:00pm –Via Zoom tele/video conference.**

Respectfully submitted,
Megan Youngs