



Attendees:

Area	Name	Attended/Absent	Area	Name	Attended/Absent
Advancement	Daniel Macaluso Michael Halverson	Absent Delegate	Provost Office Representatives	David Slavsky	Attended
Enrollment Management & Student Success	Paul Roberts	Attended	HR	Winifred Williams Danielle Hanson	Absent Attended
Facilities	Kana Henning	Attended	ITS/Facilitator	Susan Malisch	Attended
Finance	Wayne Magdziarz Teresa Krafcsin	Attended Attended	ITS	Jim Sibenaller	Attended
President's Office	Tom Kelly	Attended	Student Development	Jane Neufeld	Attended
Provost	Margaret Callahan	Attended	UMC	Jeremy Langford	Attended

Welcome, Meeting Purpose & Agenda

The minutes from the April 30, 2019 meeting were approved as written. The agenda for June 20, 2019 includes the Prioritization of ITS Project Portfolio for FY20 Q1-Q2.

Project Portfolio Prioritization

The project portfolio started with 203 projects; this is near the highest count within the last five years and the overall sizing of the projects has increased substantially (larger and more complex projects). The completion rate has declined a bit this period notably due to these characteristics. As a result, Jim intends to create a new report displaying Completion by Effort instead of Completion by Project to help with this assessment. There were 51 new requests and 42 completed projects since December 2018. With adjustments, the FY20 Q1-Q2 portfolio will commence with 201 projects. Prior to the final project reporting, the Project Review Board reviewed the B and C projects and cancelled 25 projects that had aged or outdated requirements, thus, removing them from the portfolio. This portfolio includes project efforts across 24 different units with 15 technology changes in the A projects. Teresa asked about using shared resources from the other AJCU schools and how this portfolio compares with other AJCU schools. Susan advised Loyola has a fairly robust portfolio prioritization and management model; other schools have different priorities, and portfolio management and project tracking varies widely. Resource/expertise sharing has occurred in pockets across the AJCU's for targeted expertise or focused projects (examples: InCommon, Eduroam, information security advisory) but very few schools have resources to spare for any duration.

Comparative data from Loyola relative to benchmark data from Gartner on the portfolio distribution across "Run", "Grow", "Transform" initiatives is aligned similarly to the benchmark for higher education.

The Business Intelligence projects were reviewed and prioritized by the BI Steering Committee, and the Academic Technology Committee submitted recommendations for the academic-focused projects. Susan recapped the priority list as recommended by these groups and the Project Review Board for FY20 Q1-Q2. Following are highlights from the prioritization discussion:

- Academic Advising, Enrollment Operations and Financial Aid have requested significant changes to LOCUS. Paul and Danielle confirmed those enhancements are on target. Additionally, the Course Schedule Builder project may impact some of the LOCUS enhancements and some of them may potentially drop off the prioritization list.
- The DR projects are in the process of being refreshed and updated. A failover test of Lawson and Kronos was recently completed.
- Last Pass is part of the new LDE Foundation program and is a repository for passwords; use is voluntary; rollout targeted for summer.
- Sakai v12 upgrade is complete. The Law School experienced some issues very specific to how they create courses, however, resolution is expected prior to the fall semester.
- Faculty Information System modifications for the Collective Bargaining Agreement are in progress.
- Course Evaluation has begun the implementation phase and the "go live" target date is August 15, 2019.
- Space and Asset Management moving forward with the implementation phase.
- Course Schedule Builder will integrate with LOCUS. Susan confirmed ITS offset costs for this solution with \$25,000 funded from the student technology fee to move the project forward.
- LOCUS Fluid Pages have features that will be helpful to students. Currently on hold due to a small work group doing some comparisons with the new course schedule builder features so as not to duplicate effort.



- Accounts Payable W9 form will secure data provided via PDF. In user testing stage.
- Wellness 24/7 mental health service, Protocall, will be live for Fall 2019.
- Preferred Name Policy has been reviewed by Cabinet, Deans Council and will be shared with Faculty Senate. This policy will support the system changes ready for Fall 2019 that allows for students, faculty and staff to indicate their preferred name in addition to their legal name.
- Title IX solution, Maxient, will cover the student matters; the faculty/staff functionality is on hold at this time to address customization issues. Tom advised it was essential to have a common location for all Title IX matters. Jim confirmed he would have a clearer idea of the progress by the next meeting.
- The future direction for Watermark/Taskstream (ePortfolio and assessment solutions) remains tentative. A discussion around the use, value, and requirements of a learning portfolio will need to take place. The goal is to have this technology in place by Fall 2020.
- New solution planned to replace ECSI from the Bursar's office. ECSI collects tuition payment after the student leaves Loyola.
- Analysis phase of an Oracle Student Financial Planning (SFP) model. This would potentially replace customizations built in LOCUS, dramatically improve student financial aid interactions and increase efficiencies in the office operations.
- Writing placement project. Testing writing skills (similar to math placement) will streamline the students' placement in their courses.
- Board of Trustees Sharepoint site mirrored from the Council of Regents will be ready for the September BOT meeting.
- Handshake was selected to replace Ramblerlink in Career Services.
- Just In Time (JIT) training is a resource to assist faculty needing to quickly move their course from classroom to online.
- Follett integration with Sakai to assist students with their textbooks needs directly from the Sakai course site.
- JAMF is a Mac computer solution to ensure a secure and safer way to deliver software and updates, and now delivers Inside Loyola to registered Mac endpoints.
- Enterprise Digital Assistant ("Chatbot") will offer 24/7 FAQ assistance using Artificial Intelligence. Pilot with three offices will commence at start of semester through October to determine if adoption and expansion is value add.
- Time and Expense system for Finance. Narrowed down to two vendors and currently seeking a travel management solution to assist with travel spending.
- PeopleGrove project in preliminary discussions to support QSB student/alumni mentoring program; could potentially expand across LUC to support other mentoring initiatives.
- Terra Dotta was selected as the preferred vendor to replace custom code that no longer provides sufficient support for evolving needs of OIP to track and manage students studying abroad..
- CVENT chosen as registration solution for the Climate Change Conference in 2020.

Several 'B' projects were also specifically discussed including the Lawson Replacement Analysis, the HSC Application Diagram, the LMS solution for managing University training requirements, and the recent reopening of discussions to leverage Inceptia as a short-term strategy to enable Financial Aid. While these projects were not ranked or prioritized as 'A' projects there will be activity occurring across each of these areas to manage to their respective timelines. Margaret added that within the coming months a working group will convene to begin infrastructure discussions for the new Parkinson School. Susan will connect with Margaret on which ITS staff member should be part of that group.

The ITESC confirmed the recommended prioritization for the POR for FY20 Q1-Q2.

Next meeting – Thursday, August 15, 2019 – 1:30-3:30 – GC West | LT 1704 | and via Zoom tele/video conference.

Respectfully submitted,

Sondra Heine