Attendees:

Area	Name	Status	Area	Name	Status
Academic Affairs	John Pelissero	In Attendance	Student Develop.	Rob Kelly	Absent
Academic Affairs	Nancy Tuchman	In Attendance	UMC	Kelly Shannon	Absent
Advancement	Jon Heintzelman	In Attendance	**Guests:**		
Facilities	Phil Kosiba	In Attendance	ITS	Leilani Lauger	In Attendance
Finance	Bill Laird	Absent	ITS	Dan Vonder Heide	In Attendance
Finance	Andrea Sabitsana	In Attendance	Enrollment Mgmt.	Paul Roberts	In Attendance
Human Resources	Tom Kelly	In Attendance	Enrollment Mgmt.	Tim Heuer	In Attendance
ITS/Facilitator	Susan Malisch	In Attendance	Academic Affairs	Carol Scheidenhelm	In Attendance
ITS	Jim Sibenaller	In Attendance	Experiential Learning	Patrick Green	In Attendance

Welcome, Meeting Purpose & Agenda

The meeting commenced at 1:30 PM with a review of the agenda and introduction of guests. The minutes from the February 17th meeting were reviewed and approved as written.

Cellular Contracts & Support - Update

Dan reviewed research completed to date. He spoke with 15-18 schools about their approach to standardizing and supporting cell service and providers. A wide range of approaches were found from highly centralized to decentralized models. AT&T, Sprint & Verizon have provided initial carrier costs. The recommendation is to go with multiple carriers (although each wanted exclusivity for a reduced price, 20% or so). The approach is to engage the three carriers with enterprise contracts, create an approval process for phone acquisition, and then provide guidance on how to purchase phones and services. Going forward ITS will provide "best effort" support. We will be negotiating both the corporate rate and an individual discount rate. Susan will solicit the Cabinet for a list of contracts/agreements in place. Tom suggested a standard set of questions or matrix be defined when gathering the data. *Task: Dan/Susan to solicit the VP's for current carrier agreement information.*

Personally Identifiable Information Policies

Leilani reviewed the PII statistics to date. In 2010, about 240 PC's contained PII which was required for day to day operations (9.7%). The goal for 2011 is to have less than 5% of machines to contain PII. The risk is that any PII left on PC's could still be compromised. Encryption only manages the risk for theft, not for malware. Existing prevention methods of antivirus software, intrusion prevention systems and security awareness reduces the risk but does not eliminate it. To address this risk the recommendation from ISAC is to change the policies to not allow PII to be stored locally on hard drives. ISAC believes that no PII should be stored on devices other than network storage. This is a growing trend within peer universities. The recommendation was to go ahead with the policy change to prohibit storage of Loyola Protected Data on local hard drives, portables devices, etc. *Task: Proposed policy changes will be routed to the Cabinet.*

System Proposal - ePortfolio & Assessment

Carol and Patrick provided an overview of ePortfolio and assessment technologies and the benefits associated with an enterprise deployment. The research conducted over the past 18 months included full semester pilots with the Symplicity product, best practice industry research, peer university reviews, student and staff surveys, focus groups and an employer survey. Product research was conducted through demonstrations, webinars, conference visits and an evaluation rubric. Twelve vendors were analyzed and scored. Four were sent a request for proposal. Two finalists were identified, Nuventive & TaskStream. Both vendors were invited for on-site demonstrations where faculty, staff and students participated. TaskStream is the clear leader from a function and feature perspective including specific advantages of robust design flexibility for ePortfolios, strong customer service, ability to enable authentication/single sign on. All metrics compiled throughout the process consistently identify TaskStream as the right fit solution for ePortfolio and assessment at Loyola. The proposal for budget is to fund the effort 75% from the technology fee and 25% from Academic Affairs. The ITESC recommended 100% funding come from the tech fee based on the student centric nature

of the technology. The ATC validated the recommendation of TaskStream in its recent meeting. Implementation will occur in an iterative fashion with the system going live over the summer of 2011 and ready for fall 2011 classes. UNIV 101 will be the pilot with 3-4 academic units rolling out the assessment functionality. New courses will be added each semester for both ePortfolio and assessment needs. Training for faculty & students will be ongoing. John is looking for upper class involvement in the initial rollout. The ITESC approved the recommendation of TaskStream. *Task: Carol, Patrick & Jim to initiate the contract review/approval and implementation processes.*

Recruitment CRM - System Replacement Update

Tim shared that the current vendor for our recruitment system, College Board, announced the sunset of their Recruitment Plus product in September 2013. A project was initiated with a targeted go-live goal of August 2011. Initial research was conducted for nine vendors including Talisma, Oracle, Intelliworks, Emas Pro, Admissions Lab and Target X. Detailed user requirements were created based on the research and functional knowledge. A "Fit Gap" review was performed by CIBER to validate our requirements and potential use of our current Oracle Campus Solutions implementation as a potential solution. Results of the Fit Gap were that the requirements were solid and that the Oracle solution would require significant modifications to implement as well as an additional CRM system. ITS gained substantial knowledge during the process which will assist in supporting Enrollment systems & processes. A request for proposal (RFP) was sent to the top five vendors. Based on the resulting analysis the top two vendors, EMAS Pro and Admissions Lab were invited for on-site presentations. Upon completion of the presentations and reference checks comparative analyses were completed by Enrollment Management and ITS. Currently, neither of the two finalists can match up functionally with what R+ currently provides. The recommendation is to investigate the system improvements planned for each vendor with a revised goal to deploy a new system in August of 2012. The final recommendation is expected in the first quarter of 2012.

Meeting Wrap-Up

The meeting adjourned at 2:55 pm. The next meeting is scheduled for May 26th. Agenda includes creation of the project portfolio and potential updates from the DGC or other subcommittees, ECM project status, LUHS sale impacts.