

Attendees:

Area	Name	Status	Area	Name	Status
Academic Affairs	Chris Wiseman	In Attendance	ITS	Jim Sibenaller	In Attendance
Academic Affairs	John Pelissero	In Attendance	Student Affairs	Fr. Richard Salmi	Absent
Advancement	Jon Heintzelman	In Attendance	Guests:		
Facilities	Phil Kosiba	Absent	Reg. & Records	Clare Korinek	In Attendance
Finance	Bill Laird	In Attendance	ITS	Kevin Smith	In Attendance
Human Resources	Tom Kelly	In Attendance	ITS	Peter Prina	In Attendance
ITS/Facilitator	Susan Malisch	In Attendance			

Welcome, Meeting Purpose & Agenda

The meeting commenced at 1:35 PM with a review of the agenda and introductions of guests. The minutes from the May 1st and June 12th meetings were reviewed and approved as written.

Student Information System Upgrade Report

Clare led the discussion regarding the upgrade. She reported a great team effort to meet the July target date. She noted that the success of the project is a tribute to the knowledge gained and retained from the initial roll-out a few years ago. Kevin stated that the planning and dress rehearsals (6 in total) allowed the actual conversion to run very smoothly. A communications program is in place and to-date the upgrade has been largely well-received. There is one critical fix for financial aid which needs to go in before the ITS start of school freeze. There are a few minor security and access adjustments remaining at this time. Login volume (usage) and performance of the system has been good. The next step is to get back to the enhancements list, a number of which were deferred due to the upgrade. John asked about incremental upgrades. Kevin said version 9.1 is available and that he and Clare are looking at the functionality and deciding whether the implementation would be necessary. Upgrades should be easier now that they have completed the 9.0 implementation. John also asked if anyone in the group had heard any feedback. No substantial concerns were raised. On a related effort, John mentioned that focus groups for the Student Portal projects are being organized. The information from those sessions will be used as input to enhance portal functionality. John noted to all his appreciation regarding the expert leadership that Clare Korinek, Kevin Smith & Diane Hullinger provided on the project. Clare and Kevin departed following this report.

Board of Trustees Website Preview

Peter Prina reported on the progress and initial launch of the new Board of Trustees website. Donna Curin & Wayne Magdziarz have been the primary liaisons in the President's Office for this effort. The release date for the new site is planned for the September Board Meeting. Peter reviewed the site functionality including login, announcements, event planning, RSVP information, event evaluation, add events to calendar, home page editing (permissions-based), expense reports and directory information (permissions-based).

John asked if the VP's that support the Board Members would have access to adding data or groups. Bill asked about inputting committee reports. Pete noted that currently these functions are identified as an administrative function that will be assigned an owner by Donna. Tom asked about archiving. Pete said the events are archived. Chris asked about RSVP status. Pete said that this had not been identified as a requirement at this time. Donna will introduce the application in September with full use by the following meeting. Susan added that this and the next several meetings would likely still have printed materials. Bill suggested that a print/mail option for deliverables by committee be added to the RSVP. Chris concurred. *Task: Peter to take this suggestion to Donna for consideration.* Tom asked about reminders. Pete said that Donna will have tools available to her for prompting including Board and Committee members. John asked about potential future use for other committees such as shared governance, ITESC etc. Susan said that the site framework could be duplicated for other purposes in the future if the need was identified. Peter departed following this report.

FY09 Q1-Q2 Prioritization Results

Susan reviewed the results of the semi-annual portfolio prioritization results. There were 11 new projects, 10 rollover items and "big movers". She noted that requirements for Loyola Alert Phase 2 were not yet defined. Other new projects that were put forward for further discussion included: 1) A need for a centralized policies & procedures web site (Bill Laird). He proposed it should be a "mandatory" project given its compliance implications with new IRS requirements regarding clearly identifying what policies exist and where they are posted. Bill agreed to sponsor this effort from the administration side. All were in agreement that a single location would make sense and that it should be added to the prioritization list. *Task: Bill will identify a point person from Finance regarding ownership. A general definition of the project will also need to be created.* Tom suggested that a committee be formed to address this concern. 2) Bill brought up credit card payments and access by non-Loyola employees to the YMCA parking lot as another potential project that needed to be addressed as early as September and he would investigate with Tim McGuriman. 3) Susan also noted that there were three "B" projects that ITS ranked. All approved the final prioritization results.

Enterprise Architecture (EA) Update

Jim gave an overview of EA and a status of recent activity within the Architecture Review Board (ARB). He noted the validation of the EA program by two external sources and the temporary addition of a consultant to assist with the completion of the EA program. The ARB has been temporarily split into two smaller teams to expedite the completion of the program; the Enterprise Architecture Committee (EAC) and Architecture Review Committee (ARC). The EAC will create the EA "toolkit". The ARC will serve as reviewers and approvers of the tool-kit, and for the overall communication efforts of the EA program.

Susan noted that ITS will be working further on improving the current application diagram, dependencies, identifying data sharing and potentially creating functional views of the diagram.

It was noted during the discussion that the contract for the E-Recruiting and Center for Experiential Learning, Placements and Intern Assignments was running out. The university needs to look at next steps. Susan asked about functional level involvement on the ARC team. John suggested a briefing to the ATC and possibly to ISOM. *Task: Susan and Jim will update these groups. Susan scheduled for briefing at September ATC meeting.*

Start of School Schedule / Upcoming Meeting Schedule

Susan announced that ITS will once again establish the annual "freeze zone" for systems modifications to limit changes to the environment during start of school activities. In August, this freeze typically begins one week prior to start of school and continues to two weeks after start of school. No concerns were identified by the group.

The 9/4 ITESC meeting will be rescheduled due to the Board of Trustee Committee Meetings occurring during the same time period.

The meeting adjourned at 3:10 PM.