ConnectND Campus Advisory Committee
Meeting Agenda
9:00 am – 11:00 am (Central time)
Thursday, October 28, 2010

Call-in number: 701-777-5900  Event code: 131900#
Presiding: Marcia Pritchert
Recording Secretary: Mike Renk, NDSCS

Members Present: Jeff Jacobs (BSC), Jim Borkowski (DCB), JoAnn Kitchens (LRSC), Sara Braun (MaSU), Jonelle Watson (MiSU). DeAnn Loll for Mike Renk (NDSCS), Viet Doan (NDSU), Peggy Lucke & Suzanne Anderson (UND), Marcia Pritchert (VCSU), Jan Solem (WSC), Mick Pytlik, Teri Thorsen, Jennifer Kuntz, Rick Anderson (NDUS CIS)

Members Absent: DSU, NDUS System Office

I. ConnectND Executive Director’s Report, Mick Pytlik
   ▪ Data Warehouse Update
     ▪ Working on reports and data validation. Demo for Nov 4th is postponed.
       ◆ Campus involvement? Understanding where data coming from and work on common definitions before campus data validation. Not at the point of needing campus testing.
       ◆ Question was raised on using what the campuses know about the data, where it is and how it’s used? Feel there is a lot that could be learned and benefit in engaging campuses in the steps that are going on right now. Mick feels getting campuses involved at this point would be too frustrating for them. Background work needs to be completed before we can engage more people in this project.

   ▪ Active Directory Update
     ▪ Copying user id’s and passwords conversion Oct 30-31
       ◆ Ex: current login, mpytlik, after conversion ID will be Mick.Pytlik
       ◆ Work with Pilot campus week of Nov 1 to have students go through claim process. Students will go to a weblink to complete a 12 question appropriate use quiz. This will be done to gather statistical info for system load.
       ◆ Beginning Nov 8 – send message to all campuses for faculty and staff to claim accounts
       ◆ Beginning Nov 15 – all students claim accounts
     ▪ Old accounts will stay active – no deadline set as of yet. Will probably be active until after start of spring semester for students. We don’t want students to have issues when registering.
     ▪ Teri advised faculty and staff to make the switch ASAP because any NEW run controls or queries written will not be available once it becomes mandatory to switch to new active directory user id.
       ◆ Existing Run Controls will be copied over
     ▪ Viet asked which systems this affects = all PeopleSoft systems- HRMS, Financials and Campus Solutions
       ◆ In the future, Active Directory could be used by Campuses to access labs, campus services, or e-mail
• There will be a mandatory password expiration (Jennifer stated every 90 days). This is a good IT business practice for security and to satisfy auditors.

- If you’ve already claimed your active directory id you do not need to claim again.
- Notification to campuses will come from the CAC and CIO council. CAC reps should coordinate how the message will be sent on each campus. Message should be campus driven with core information coming from ConnectND.
- Information to campuses early part of the week of Nov 1.
- Viet was concerned students will forget new Active Directory ID. The user ID will match their e-mail ID.
  • Self-Service Password reset feature within Active directory. This can be done online by the individual.
- Jennifer stated, BSC converted to identifier before all other campuses, but using it with PeopleSoft is new for everyone

- NDUS Procedure 1901.3
  • This is a system wide IT procedure that will require an approval process for implementing new IT systems.
  • Approved by chancellor ~3-4 weeks ago
  • If looking into buying new software for your campus that would be used/interact with the Network or PeopleSoft there is an approval process through the Campus CIO and then to System CIO.
    • This is different from the prior process that the software had to have a direct interface with PeopleSoft.
  • CAC members need to be aware of this new procedure as you may be exposed to some of the situations of looking into software solutions and need to beware of when approvals are required.
  • The web link to NDUS Procedure 1901.3 is http://www.ndus.edu/policies/ndus-policies/subpolicy.asp?ref=2599

• Advanced Query Training
  • Is scheduled and intended for skilled and experienced query writers. Will be a workshop setting where ideas are shared from everyone to learn advanced techniques. Carol Tschakert and Mike will be leading the workshop. This is the first time this is being done this way and hope this workshop format works well.
  • If there is high interest than can be accommodated with this workshop will another be offered soon? Unsure at this time
  • Any Basic query training scheduled? Yes there is, dates have not been set yet. Carol would like to have a session for each of the main systems within the academic year.

II. Reducing Complexity
- No Report

III. Other
- Institutional GPA Update
  • There was some confusion about this agenda item from last month.
  • Jennifer believes this is referring to a follow up discussion from last month trying to pinpoint issues and questions coming back from
registrars that campus solutions staff responded by e-mail as they came in.

- What is the status of all the pieces coming together – plan and timeline?
- Reports have been available since this spring generated from Academic advisement module already generate special GPA’s
- Development in progress to deliver a field that stores these special GPA’s within Campus Solutions. Currently in testing.
- Campuses continue to use delivered GPA field in campus solutions as cumulative. However according to policy and directives from Mike, the cumulative GPA across the system still needs to be calculated. This can be done in these new special GPA fields. However, delivered processes in PeopleSoft still use the delivered GPA field as it stands so there are still downstream impacts if that delivered GPA field is not being used as the cumulative GPA.

IV. Institutional Reports/Announcements (2 minutes per report)

- Bismarck State College – No Report
- Dakota College at Bottineau
  - Less than 30% of student body had contact information for Notifind system
  - Students stated they were never prompted to provide this information
    - How do campuses know if this prompt is working?
  - Students should be prompted at time of login into their campus solutions portal. If opt out, should prompt again after 60 days.
  - Mick stated beginning of each term students should be prompted for contact information, but not sure exactly how it’s set up. Once a choice is made there is a time factor before the student is prompted again to make a choice.
    - Mick will check if this is functioning
- Dickinson State University – No Report
- Lake Region State College – No Report
- Mayville State University – No Report
- Minot State University – No Report
- North Dakota State College of Science – No Report
- North Dakota State University – No Report
- NDUS System Office – No Report
- University of North Dakota – No Report
- Valley City State University – No Report
- Williston State College – No Report

V. Directors Reports – Financials and HRMS, Teri Thorsen

- Purchasing Card meeting w/ OMB to work through PCard process of doing reallocations within PeopleSoft. Felt it went well. Jeff and Doreen (OMB) happy with campus interaction and appreciated campus interest and attendance.
- Travel and Expense Module – 4 pilot campuses met and got to work with it. Had great feedback, will do more testing on campuses and will reconvene in a few weeks.
• Efforts reporting – engaged Randall with issues and is planning on meeting with campus representatives on where to go from here. We are having a tough time finding vendors that meet the requirements gathered from campuses.

• Public Reporting Database – firewall problems between state and Higher Ed so Teri was unable to get into personally. Saw layer where reports are built. Very pleased with the first initial look. Bottom line number was within ballpark. Once firewall issues are resolved then more CND staff can look at information. Want to make sure there isn’t any private data in the database. Then more people can look at it. It is detailed but not too invasive. Gives public enough information on where the dollars go.

• HRMS started 9.1 upgrade, currently in technical phase. We are a pilot for Oracle’s “Upgrade Advisor” which will help develop materials to help make upgrades less painful. Make sure materials are clear and more of a checklist rather than trial by error.

• Talking to end users to look into streamlining the payroll calendar to free up 2-4 days for CND team to work on other non payroll related issues.

• Also working on Data warehouse

• Starting phase 2 on bio demo complexity work. How to sync data between HR, Campus Solutions and eventually Financials and how to clean up this data.

• E-mail earlier that day regarding interface between HR and financials was regarding an underlying Server upgrade that is affecting HRMS side. Not related to Financials PeopleTools upgrade.

VI. Directors Reports – Campus Solutions, Jennifer Kuntz

• Bundle 19 – set for production, plan for outage on Sat. Nov 20th and Weds. 17th in Stage. Full release notes are not out, cannot post. Will still do a summary of changes and what to expect from this bundle.

• Completed development and test environment data refresh last week. Stage refresh will occur after grades are posted in December.

• Approximately 300 tickets are received each month. A lot of time is spent troubleshooting and maintaining interfaces (exporting and importing with PeopleSoft). As you become aware of new systems please make the CND team aware of this system and work with the procedures of 1901.3. This will help the CND team understand what’s coming so they can plan the flow of data. They are in process of documenting visual flow of data movement to help us understand how things fit together.

• Major projects – Data Warehouse and Active Directory

• Hold has been removed on new developments and projects – they are being looked at again
• Continuing with Academic Advisement Rollout and planning for our PeopleTools upgrade

• Projects coming up or wrapping up
  i. Linkage with the DPI, K-12 system, trying to cleanup K-12 identifier gets loaded into Campus Solutions and how emplID links back to K-12 student (another interface).
  
  ii. FAMIS – Capital Projects has been requested. This would involve implementation cost and personnel usage. Will be discussed at next Administrative Affairs Meeting. Keep eye out – could provide many benefits for tracking assets.
  
  iii. To address some frustration with the Query Environment sharing and getting better use of them – more analysis is being done on technical side and business processes for sharing between campuses. As the 1901.3 restrictions are coming into place and managing how data is moving more closely. Analysis is being picked up again.
  
  iv. Have Approximately 50 smaller projects underway
  
  v. Upgrade TouchNet Paypath and a project at BSC that would create a direct interface with TouchNet which is an intrinsic product for continuing education.

VII. Date Center Report – Rick Anderson

• Working on Bundle – patching work

• Active Directory integration, doing some work to ensure monitoring and stability of system as each campus begins claiming id’s.
  
  i. When it comes time for your campus, report issues to helpdesk as quickly as possible
  
  ii. Will increase staffing during this time

• Looking to add/reallocate staff in support of data warehouse and other projects on the CND side.

VIII. Other - none

IX. Next meeting date (November 18, 2010) – Viet Doan - Recorder

Meeting concluded at 10:00 am.

Respectfully submitted,
DeAnn Loll on behalf of Mike Renk (Thank You DeAnn)