ConnectND Campus Advisory Committee
Meeting Minutes
Thursday, February 26, 2009

Presiding: Jeff Jacobs, BSC
Participants: SITS & HECN: Mick Pytlik
Mark Lowe, DSU Rich Lehn
Joann Kitchens, LRSC Viet Doan, NDSU Dorette Kerian
Mary Iverson, MaSU Marcia Pritchert, VCSU
Jonelle Watson, MiSU Julie Schepp, NDUS Janie Adam
Jim Borkowski, MiSU-B Peggy Lucke, UND
Mike Renk, NDSCS Absent: Brenda Wigness, WSC

I. ConnectND Executive Director’s Report, Mick Pytlik
   • Recruitment for developer positions: Recruitment for the open developer positions continues. Mick reported they have hired two developers in the last couple of months. He noted they are seeing more interest in the positions than in the past, possibly as a result of layoffs at Microsoft.
   • Data warehouse: Mick and Randall are looking at how we ‘get the most bang for our buck’ with a data warehouse.
   • Disaster recovery: The plan has been developed and they are looking at costs for a backup center and how it would be deployed.
   • CRM: Pilot implementations are going reasonably well with a lot of effort and work on the part of campus staff. Yesterday there was a meeting with Admissions folks from all campus entities (undergrad and grad) to determine the roll out schedule for Connect and Apply Yourself. Campuses volunteered to participate and all 4 phases are now mapped out, with all campus entities other than UND undergraduate committed to the CRM product. UND may not implement the CRM product for undergraduate admissions.
   • Name and address complexity issue was discussed in November and January with CAC. Rich and Teri have worked with their staffs to identify some campus folks who would be key participants in that discussion. They will contact CAC members to help facilitate campus folk’s involvement. They have looked at the past two attempts to bring this to a close and are discussing having a professional facilitator work with the group.
   • The status of the CND development process was discussed. User group priorities may, at times, take a back seat to system issues. Better communication is needed between system staff and user groups on the status of user group issues. Discussion continued on how the system with limited resources can be more responsive to user groups. Mick would like to be more flexible with system resources by moving people around where needed but the system needs to know the campus priorities not just functional area priorities. The system also needs more flexibility in choosing the appropriate solution – which may not be the one suggested by users.
   • The status of Password Expiration was discussed by Mick. Work continues on syncing of User IDs and Passwords -- this would allow the use and maintenance of a common userid and password in all systems used by a
particular user. For this to work, all systems need to have common password expiration. Sync may be available when self-service is available to everyone.

II. Reducing Complexity in Campus Solutions
   • Mark Lowe discussed an ad hoc committee (of the Campus Advisory Committee) report on the inconsistency among campuses of recording “W” (withdrawals) on the transcripts. Currently, six of the campuses record a “W” when the withdrawal takes place after the last day to add a class. The other five do not record a W at any time a student withdraws. If the W’s are not recorded the total number of credits a student has attempted is not being calculated correctly, the institution may be in violation of the NDUS academic progress policy. It was the consensus of the group the full CAC, registrars and financial aid directors get together to work on this issue. Peggy Lucke will contact the chairperson of the appropriate functional users groups to regarding a joint meeting of the groups (possibly during the NDHEUG conference) to discuss recording of Ws. Please see the attached minutes from the ad hoc group for more details.

III. Institutional Reports
   • Campuses were asked for their thoughts regarding the role and purpose of the CAC. The synopsis of discussion was that the CAC is an important communication tool but, since most of the complexity issues have been resolved, it may not need to meet as often. The minutes for the CAC should be distributed to all user groups. CAC members should also be reporting back to their campus functional user group representatives on CAC developments. Mick also feels that the CAC is needed for communication.

IV. Directors Reports – Finance, Mick Pytlik
   • No additional reporting – see section I of the minutes.

V. Directors Reports – HRMS
   • Teri Thorsen not present. Mick reported that go live for Self Service at NDSCS is delayed due to difficulties with security setup. NDSCS is scheduled to be the next campus to have access to Self Service. MiSU-B is the test campus for Self Service and security personnel have spent many hours working on access issues for only several hundred users.

VI. Directors Reports – Campus Solutions, Rich Lehn
   • See attached Campus Solutions report.

VII. Directors Reports – Application Systems Development, Janie Adam
   • No report

VIII. Directors Reports – SA Data Center, Dorette Kerian
   • Work continues on filling vacant positions.

IX. Other
   • No other business

X. Next meeting: March 26, 2009
February 24, 2009

Meeting Minutes

Ad hoc committee of the Campus Advisory Committee
Members present: DSU Mark Lowe, Marshall Melbye, Sandy Klein; Mish Janelle Watson, Dale Gering, Jennifer Sick; Matsu Mary Iverson, Shirley Hanson; Valley City Marcia Pritchett, Jody Klieg, Betty Schumacher

This ad hoc committee was charged with trying to agree to a consistent practice with respect to recording W’s transferred in from another institution. Currently, DSU and Mayville record W’s transferred in from other institutions. Valley City and Minot State do not. DSU and Mayville’s rationale was twofold, first with respect to NAIA eligibility. NAIA counts a term of attendance if the student enrolls in at least 12 credit hours and attends at least one class. A student can only participate for a period of 10 semesters, including those that they withdraw from if enrolled in at least 12 credits and attended one class. If transfer W’s are not recorded on the transcript, other documentation must be maintained to have evidence of the students attendance record at the institution he or she transferred from. Secondly, the current NDUS satisfactory academic progress policy states; “In order to meet the minimum requirements of satisfactory academic progress with respect to credits attempted; students must complete 66.667% of the credit they attempt. This percentage will be calculated for both current and cumulative credits (including transfer credits)” If W’s are not recorded, the total number of credits a student has attempted is not being calculated correctly and puts the institution in a position to offer an award to a student who has not met the 66.667% rule. All four financial aid directors present at the meeting agreed and think recording the W’s is the correct approach. The issue of fairness was raised and discussed. Would it be unfair to a student who transfers in from an institution that records the W’s, when another student may come from an institution that does not? The response to the question was that it is the university’s responsibility to accurately record what appears on the transfer student’s transcript, we can’t control what that institution may or may not record.

Throughout the discussion, another incident of inconsistency came to our attention with respect to how the eleven NDUS institutions record W’s when a student withdraws from all classes at NDUS institutions. Currently, six of the institutions record the W if the withdrawal takes place after the last day to add a class. The other five, don’t record the W at any time a student withdraws from all classes. The committee also felt that W’s should be recorded when a student withdraws for all classes, after the last day to add a class. This would also assist in the calculation of satisfactory academic progress.

It was the consensus of the group that all eleven institutions are impacted by these issues and it should be discussed by the full CAC and invite the financial aid directors to be part of the discussion.

Respectfully Submitted,

Mark Lowe, DSU
Ancillary Systems

- Famis, Facilities Management System go-live was delayed as there were open issues that were not resolved in time for the scheduled go-live. At this time there is one item that is still a significant hold up and until that is resolved, a new go-live date will not be scheduled; however, we are holding the weekend of March 6-9th as go-live at this time. Famis is working on the issue. It is a problem in their application. A workaround is possible; however, there is a risk and the underlying problem needs to be fixed. If the script is not followed properly, incorrect data would be loaded for Journal Entries.

- Housing and Parking eCommerce functionality with TouchNet continues.

ConnectND

- The position for Admissions/Recruitment, CMR, and third party backup has been advertised, was in last Sunday’s papers and will also run in this Sunday’s paper. We will begin screening applicants on March 16th.

- Go-live for Hobsons implemented as Phase One are:
  - UND Grad Connect to be March 23rd and Apply Yourself will be sometime in May with a date to be determined.
  - NDSU Undergrad Connect is scheduled for April 6th
  - BSC and LRSC Apply Yourself will be after UND has implemented Apply Yourself.

- Next group of institutions to implement Hobsons CMR and Apply Yourself has been decided.

PHASE TWO:

- **Apply Yourself**  |  **Connect**
  - MiSU Grad  |  BSC
  - NDSU Grad  |  LRSC
  - UND        |  MaSU
  - VCSU Undergrad |  MiSU Undergrad
  - WSC

PHASE THREE

- **Apply Yourself**  |  **Connect**
  - DSU        |  MiSU Grad
  - MaSU       |  NDSU Grad
  - MiSU-B     |  VCSU Undergrad
  - NDSU Undergrad |  VCSU Grad
  - VCSU Grad

PHASE FOUR

- **Apply Yourself**  |  **Connect**
  - MiSU Undergrad |  DSU
  - NDSCS        |  MiSU-B
NDSCS  
UND Undergrad ?  
WSC

- Academic Advisement Training Session is scheduled for April 29, 30 and May 1st at the Fargo Skills and Technology Center. Deb Ott is heading up this process.

- A lot of work will be required to incorporate the IPEDS changes required along with race/ethnicity

- We are looking at a copy over of Prod to Stage in March and again in May plus there are a number of patches/fixes that are being planned and will occur in the next two months.

  - Refresh of Stage from Prod
    - March 18th ?
    - May 27th ?
  - A message had been sent to the user groups by the Business Analysts asking them to provide busy times so we can plan around them with scheduled patches/fixes where possible. Please help keep this on your campuses radar so they get info back to us.

  - Patching cycles impacting Prod
    - March 6th – 8th FAMIS go-live
    - March 28th
      - INAS Bundle and hope to have the PELL table too for CS Prod
      - Oracle database patch for Ad Astra
    - April 6th
      - Oracle patch to Housing Prod
    - April 18th
      - Oracle patch to CS Prod
    - May 9th
      - CS Bundle 12, HR Bundles 8 & 9, Tax updates 09B in CS Prod
      - This is the week prior to graduation and faculty who have completed finals may be entering grades. The Saturday prior (May 2nd) does not allow for sufficient testing of environments and the Saturday after (May 16th) is when the system will be used for most faculty entering grades, students checking on grades, and campuses starting to gear up for summer session. Need your help in getting word out around campuses that CS Prod will be down on Saturday May 9th.