Administrative Solutions Workgroup

Meeting Notes

April 11, 2019
Office of the CIO, Building 14, Room 115E at 4 – 5pm

Present:
- Al Liddicoat, Academic Affairs
- Alison Robinson, ITS
- Troy Weipert, Admin & Finance
- David Mason, Academic Affairs
- Rick Salomon, Student Affairs
- Craig Nelson, University Development
- Andrea Burns, Cal Poly Corporation
- Brian Spolarich, ITS
- Bret Heenan, ITS

Absent:
- Jessica Darin, President’s Office
- Kathryn Hammer, ITS

I. Review Meeting Notes from March
Approved.

II. Projects completed in last 90 days [https://wiki.calpoly.edu/x/kjRpE]
Bret Heenan reviewed the list of ITS projects completed in the last 90 days. Seventeen projects were completed since the last meeting.

Discussed completion of the Faculty Workload Dashboard project, which was a highly collaborative and explorative project between ITS and a group of associate deans.

- This project was moved forward by the Data Champions team. Derek Gragson was the customer project lead with significant support from Academic Personnel.
- The dashboard is a reporting tool that is designed to assist colleges and departments with efficient scheduling of classes.
- This reporting tool will assist with additional classes being offered and increased graduation rates.
- Initial feedback has been very positive and this will be a useful tool to help the campus better understand instructor capacity, course density, and ways to most efficiently schedule Cal Poly resources.
- ITS will share more information about this project with campus via a newsletter and/or Cal Poly Report.

Discussed implementation of TurnItIn, which is used across the CSU system to detect plagiarism in student work. The technical implementation is completed. Additional work remains to define appropriate policies and gain the necessary buy-in from the community to use this kind of tool on our campus.

III. Updates from ITMC
Al Liddicoat reported on the first meeting with ITMC (notes: [https://content-calpoly.edu.s3.amazonaws.com/its/1/documents/ITMC/ITMC_Notes_2019-03.pdf]). Highlights of the meeting include the following:
• Student (SC3) and faculty (Learning & Research) provided feedback about the current LMS (Moodle) and a desire to review if Moodle is best for the future.
• Current status of Data Governance, which is still developing.
• Discussed ITMC action items:
  o Fielding of a survey to better understand after-hours classroom support needs in department spaces.
  o ITS will create a template to assist project requestors in developing a business case to support their request and aid the ITMC in the project prioritization effort.

IV. Projects in queue for prioritization (80 – 240 hours) https://wiki.calpoly.edu/x/PhlpE
Discussed the current state of the campus network and its impact on our ability to meet increasingly complex demands, including current and planned projects under the purview of the working group. Alison Robinson shared that the campus is currently participating in Master Planning / Capital Project Planning and ITS is engaged in that conversation.

Discussed methods of prioritization and the data needed to make decisions. Potential data points to collect include:
• Mandated project
• Targeted release date
• Alignment with strategic plan

Reviewed the current items in the prioritization queue and agreed upon the following actions:
• Move INIT-392 back to Planning,
• Close INIT-460 University Development - Corporate Giving Summary (combined with INIT-557)

Agreed to prioritize the following 80 - 240 hour projects:
1. INIT-621 - Marketing - Branding Update
2. INIT-596 - Housing - Gaming Device Provisioning
3. INIT-581 - Health Center - WPA2 Enterprise SSID for Health Center

V. Projects under 80 hours https://wiki.calpoly.edu/x/NBlpE
These are for review only and will be prioritized with ITS management as the appropriate resources become available.

Action Items
• ITS: Promote success of the Faculty Workload Dashboard project
• Academic Personnel: Coordinate outreach/training for Faculty Workload Dashboard project
• Bret H.: Close INIT-460 (covered by INIT-557)