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## **MEETING MINUTES**

### **IT COUNCIL**

**DATE:** **SEPTEMBER 24, 2014**  
**TIME:** **8:00 AM TO 9:30 AM**  
**LOCATION:** **UNIVERSITY HALL, ROOM 420B**  
**CHAIR:** **NELSON VINCENT**

## **CALL TO ORDER**

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Nelson Vincent welcomed the committee and reviewed the agenda.

**Present:** Nelson Vincent, Robert Rokey, Steve Marine, Tracy Herrmann, Mark Faulkner, Jane Combs, Cecily Goode, Chris Edwards, Diana Noelcke, Erma Fritsche, Dom Ferreri, Richard Miller, Mary Beth McGrew, William Ball

**Apologies:** Xuemao Wang, Jeremy Martin, John Hutton, Bob Ambach, Daniel Traicoff, Christina Beer

## **APPROVAL OF MINUTES**

Mark Faulkner motioned to accept the July and August meeting minutes. Jane Combs seconded the motion. The committee voted unanimously to accept the minutes.

## **BUSINESS**

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### **Catalyst (Formerly SIS) Update**– Cecily Goode

Cecily provided an update on the project (see attached PowerPoint presentation). Her presentation covered the following:

- SIS naming process, which resulted in the new name Catalyst.
- [Catalyst website](#) overview.
- Catalyst Project phases and what to expect in the next 90 days.
- Training plan.
- Glossary on the website to ensure campus community understands PeopleSoft vernacular.
- The Catalyst Governance structure.
- Consulting partner's new name is Sierra-Cedar (formerly iOConsulting).
- Primary place to find updates is the website.
- Regular communications in eCurrents and the Canopy biweekly newsletter.
- Open Forum for faculty and staff on October 22 in TUC.

In committee discussion it was discovered there is no faculty representation on the Catalyst Functional End-Users Group. Cecily will address this with the Catalyst team.

### **Data Center Task Force**

- The Task Force will start working on the core systems to move to SOCC, with implementation to start in January 2015.
- The 100Gbps connection to connect UC main campus to the state-wide network is included and will offer new and different ways to collaborate with corporate partners, like P&G and GE.
- Initial plan was to enhance the data center functionality but the critical mission became creating disaster recovery and business continuity site.
- SOCC will serve as the hot site but this alone does not solve problems of current data center.
- Small data centers scattered across campuses and they are very expensive to operate, especially for cooling. The plan is to look at providing viable alternatives for hosting servers and storage.
- Data Center Task Force membership phase 2 is similar to phase 1, with new members from IT leadership from Xavier, Cincinnati State, and maybe Mount St. Joseph.
- Mark Faulkner and Jane Combs are working with Bill Ball to develop a business plan to take full advantage of the 100Gbps network.

## Dell Contract Update

- As a result of campus-wide dissatisfaction, Purchasing and UCIT met with Dell.
- Dell assigned a new representative, Melissa Rowe, who met with IT Managers Committee.
- Dell agreed the state of business with UC was appalling.
- Shipping times, logistics, accessories not available on portal, etc., are some of the problems.
- Dell agreed to address the issues.
- Inconsistencies in the UC order processing contributes to the problem.
- UC should use Dell portal and P-Card (not Purchase Orders) to minimize problems.
- Dom Ferreri is convening a small group to review Dell Smart Select specs and compare to UC standard specs.
- Dom Ferreri and Purchasing will continue to work with Dell to improve research community custom builds.
- ResNet on MainStreet is Dell authorized for repairs and they have a small set of spare computers to lend during repairs.

## 508 & 504 Compliance

- [Section 504](#) of the Rehabilitation Act of 1973 is a national law that protects qualified individuals from discrimination based on their disability.
- [Section 508](#) of the Rehabilitation Act requires Federal agencies to ensure that persons with disabilities (both employees and members of the public) have comparable access to and use of electronic information technology.
- UC is in dialog with US Department of Education, Office of Civil Rights.
- UCIT, Faculty Senate, Disability Services and The Office of General Counsel are working together to develop a 1-5 year plan.
- IT@UC Governance eLearning Committee formed a subcommittee to begin working on accessibility issues.
- The Learning Management System (LMS) and other tools in Canopy were selected mindful of compliance issues.
- UC could emerge as leaders in disability compliance.
- Ultimately UC will provide a faculty checklist.
- Universal design benefits everyone, not just students, faculty, and staff with disabilities.

## Topical Committee Updates (Committee updates attached)

### ACTION ITEMS

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#### Old Action Items

- Anton Harfmann - Determine if faculty evaluations are an option in the new Student Information System (*In process, working with Gary Grafe*)
- Nelson Vincent and Bo Vykhovanyuk –Work with Senior Vice Presidents to establish a committee to review and oversee the Red Flag policy and procedures (*In process*)

### ADJOURNMENT

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The meeting adjourned at 9:30 AM.

# SIS Project Update

## IT Council

Cecily Goode

Wednesday, September 24, 2014

# Agenda

- SIS naming process
- Website overview
- SIS Project phases
- Other updates
- Next 90 days

# Naming Process for new SIS

- Partnered with UC Creative Services
- Four focus groups
  - Students, faculty, staff, and project leads
- Presented with nine naming options
- Catalyst – new name
- Tagline – *driving the student experience forward*



# Catalyst

Driving the Student Experience Forward

STUDENTS ►

FACULTY ►

STAFF ►

COMMUNITY ►

- Quick Links**
- [Project Overview](#)
  - [Governance](#)
  - [Archives](#)

## Student Information System Replacement Project

The Student Information System serves as a backbone to the **\$1 billion a year** academic operation here at the University of Cincinnati. As the main tool responsible for supporting all student services, UC felt it was not only time to make a change to its homegrown system, but to replace the system entirely.

Students begin to interact with the SIS the moment they become interested in UC, as prospects and applicants to the university. It becomes vital as they work towards their degree, but stays relevant even to alumni for requesting transcripts or continuing their education.

UC's primary mission is to provide its students with the best education and experience possible, whenever and wherever. In order to achieve this objective and reach [our third-century goals](#), the time to begin this mission is now.

This process is a journey, and we would like you to come along with us. Ask questions and stay involved! [Information, events, news and more](#) are only a click away, so stay tuned as our system transforms into one that will better serve you.

## Key Term of the Week

► **Breadcrumbs** - The navigation shown across the top of the workspace that allows for backwards and forward navigation from any point in the navigation path.

### Recent News

[Recruiting and Admissions](#)  
Sept. 16, 2014

[What Does Implementing PeopleSoft Campus Solutions "As Delivered" Really Mean?](#)  
Sept. 2, 2014

# Glossary of PeopleSoft Terms

The screenshot shows the Catalyst website interface. At the top, there is a navigation bar with links for UC Home, Support UC, Directories, and UC Tools, along with a search box. The Catalyst logo and tagline "Driving the Student Experience Forward" are prominently displayed. Below the navigation bar, there are menu items for Home, News and Events, Timeline, Resources, Glossary (selected), and Contact Us. On the left side, there are four red buttons for navigation: STUDENTS, FACULTY, STAFF, and COMMUNITY. Below these is a "Quick Links" section with links to Project Overview, Governance, and Archives. The main content area is titled "Glossary" and features an alphabetical index (A-Z). The "A" section is expanded, showing definitions for terms such as Academic Advisement, Academic Career, Academic Institution, Academic Interest, Academic Group, Academic Organization, Academic Plan, Academic Program, Academic Structure, Action Reason, Adjustment Calendar, and Administrative Function.

UC Home Support UC Directories UC Tools Search UC Go

UNIVERSITY OF Cincinnati

Catalyst Driving the Student Experience Forward

Home News and Events Timeline Resources Glossary Contact Us

STUDENTS FACULTY STAFF COMMUNITY

Quick Links

- Project Overview
- Governance
- Archives

## Glossary

A B C D E F G H I  
J K L M N O P Q R  
S T U V W X Y Z

### Catalyst (Campus Solutions) Glossary

#### A

**Academic Advisement** - PeopleSoft's Campus Solutions Degree Audit module.

**Academic Career** - Represents a body of work undertaken with a specific academic objective in mind and contains characteristics of students, courses and terms. For courses, careers are used to distinguish undergraduate from graduate course levels. UC has four academic careers: (undergraduate, graduate, law and medicine). Depending on the Academic Career, applicants are eligible for specific Academic Programs, Plans and Sub-Plans that fall underneath the career. (UniverSIS equivalent: Credit Level)

**Academic Institution** - An individual university or college, working with the same course catalog and showing on the same transcript. UC is not an academic institution, referred to as UCINN.

**Academic Interest** - A subject area in which a prospect or applicant has indicated interest.

**Academic Group ("group level" Academic Organization)** - The highest level within an academic institution offering courses; the Group is the entity that offers the course. (UniverSIS equivalent: College)

**Academic Organization** - For data entry, the UC college is what is entered in the Academic Organization field. In this context, you can think of the Academic Organization as the administrative unit that manages courses offered within a specific academic subject.

**Academic Plan** - An area of study within a Career/Program resulting in awards that are directly associated with the Program. (UniverSIS equivalent: For undergraduates, this is the major, minor and/or certificate; for graduates, this is the program or certificate)

**Academic Program** - An academic entity to which a student applies, is accepted, and from which the student graduates. Programs drive business rules and allow for differentiation between admission rules, graduation processing, academic level/load rules, enrollment rules, financial aid eligibility and disbursement rules and priority rules for students in multiple programs. (UniverSIS equivalent: 15BA)

**Academic Structure** - The group of setup tables in the PeopleSoft system that defines your institution to the PeopleSoft Student Administration system. It is the foundation for all components of the system, representing the institution's physical and logical academic structure.

**Action Reason** - Used in conjunction with a Program Action to indicate why a particular program action was taken or offer a further description of the program action. (UniverSIS equivalent: Program status)

**Adjustment Calendar** - How student fees get refunded after that student's withdrawal. Controls how a particular charge is adjusted on a student's account when they drop classes or withdraw from a term. The charge adjustment is based on how much time has elapsed from a predetermined date and applies by percent of the original charge amount.

**Administrative Function** - A functional area within the PeopleSoft Student Administration application, such as LOAN (a Financial Aid function), that defines key data fields — the variable data — to be associated with communications in a particular communications

# SIS Governance

UC Home Support UC ► Directories UC Tools ▼

**UNIVERSITY OF Cincinnati** **Catalyst** Driving the Student Experience Forward

Home News and Events Timeline ▼ Resources ▼ Glossary Contact Us

## Catalyst Governance

STUDENTS ►

FACULTY ►

STAFF ►

COMMUNITY ►

Expand All

### Quick Links

[SIS Organization Chart](#)

[Executive Sponsors and Project Steering Committee](#) ►

[Change Champions Committee](#) ►

[SIS Functional End-Users Group](#) ►

view some of the documents on this page, you may need to download [Adobe Acrobat Reader](#).

### Quick Links

- [Project Overview](#)
- [Governance](#)
- [Archives](#)



# Catalyst

Driving the Student Experience Forward

STUDENTS

FACULTY

STAFF

COMMUNITY

- Students
- Faculty
- Staff
- Community



## System Replacement Project

The Student Information System (SIS) serves as a backbone to the \$1 billion a year academic operation at the University of Cincinnati. As the main tool responsible for supporting all student information, it has long been the primary time to make a change to its homegrown system, but to replace it is a complex task.

Students begin to interact with the SIS the moment they become interested in UC, as they register as students and applicants to the university. It becomes vital as they work towards their degree, but stays relevant even to alumni for requesting transcripts or continuing their education.

UC's primary mission is to provide its students with the best education and experience possible, whenever and wherever. In order to achieve this objective and reach [our third-century goals](#), the time to begin this mission is now.

This process is a journey, and we would like you to come along with us. Ask questions and stay involved! Information, events, news and more are only a click away, so stay tuned as our system transforms into one that will better serve you.

## Key Term of the Week

**Term** - A period of time containing sessions for enrollment, fees for billing, and academic statistics for students and the institution. It is usually equivalent to a semester or quarter. Sessions are time periods within a term. (UniverSIS equivalent: 14FS to represent 2014 Fall Semester)

## Recent News

[What Does Implementing PeopleSoft Campus Solutions "As Delivered" Really Mean?](#)  
Sept. 2, 2014

[The Student Information System has a New Name](#)  
Aug. 11, 2014

### Quick Links

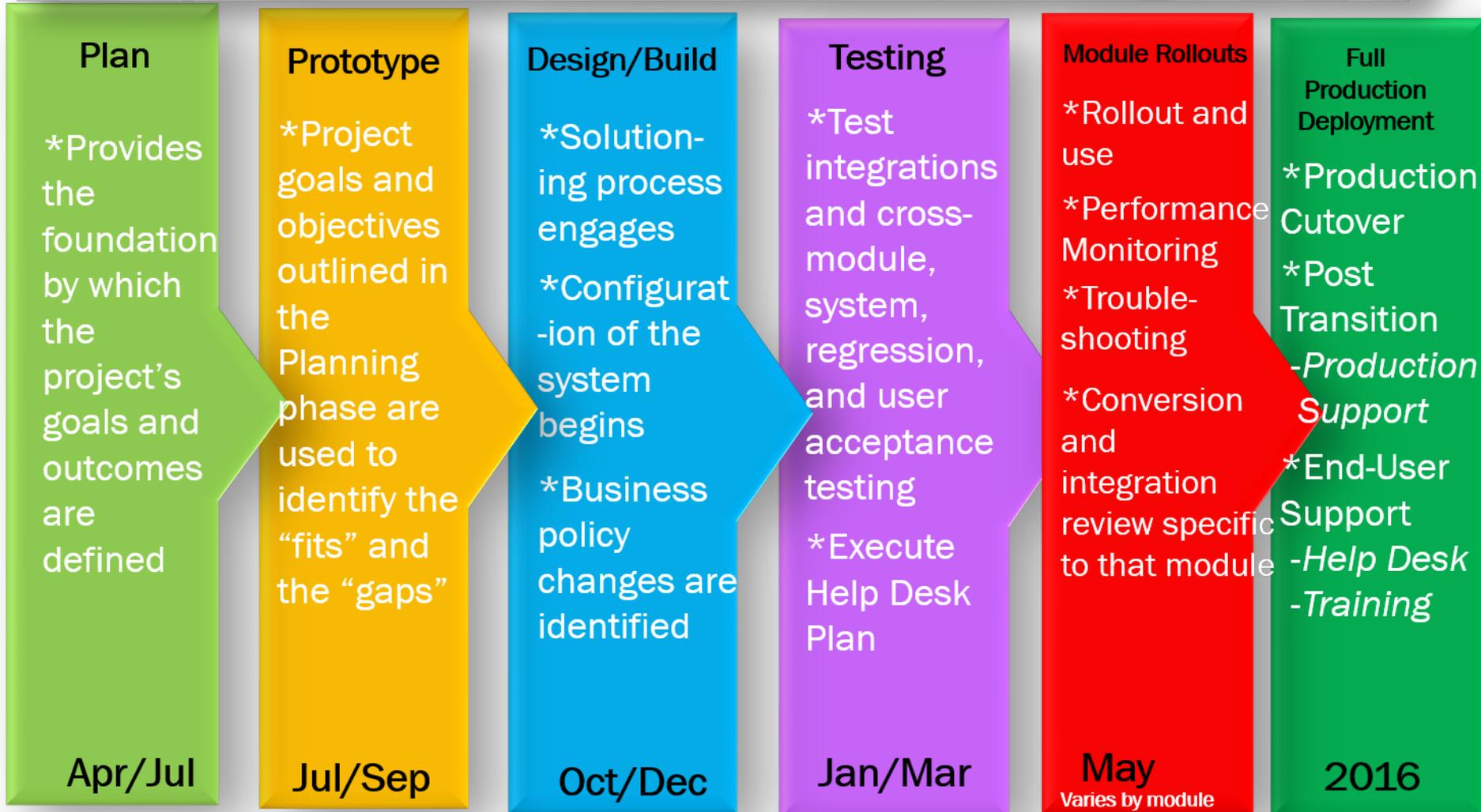
- Project Overview
- Governance
- Archives

[www.uc.edu/catalyst](http://www.uc.edu/catalyst)

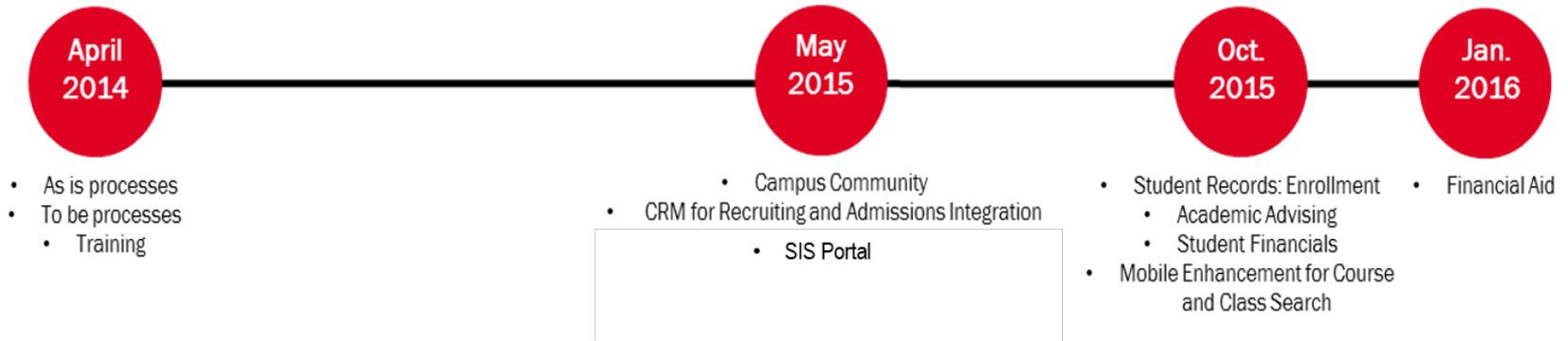


# SIS Replacement Project Process Flow

- Knowledge Transfer
- Home Office Preparation
- Policy/Procedures/Rules review & conversion
- Sustainability planning & Help Desk Plan



# Project Timeline



# Other Updates

- Io Consulting → **Sierra-Cedar**
- Fit-Gap process has concluded
- Gap analysis is under review; final report end of Sept.
- Training Strategy is complete
  - UC Training leads have been identified

# Next 90 days

- Module configuration/building begins
- Portal Lead has joined the Project Team
- End-Users Group convened on Sept 22
- Training Team will assemble in November
- Visit to Ohio University on Sept. 26

# Questions?

- **Cecily Goode**

- Change Leadership & Communications Lead  
Catalyst SIS Implementation Team

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September 24, 2014

### Committee Chair

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### Committee Co-Chair

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### Committee Members

Christian Amann

Bruce Burton

Greg Crase

Jorin Edgerly

Mark Faulkner

William Frigge

Yu-Chin Fu

Gary Grafe

Don Hodges

Dale Hofstetter

John Hopkins

John (Jay) Kreimer

Daniel Kuhlmann

John Lawson

Harry LeMaster

Emanuel (Lew) Lewis

Steve Morales

Diana Noelcke

Kent Norton

Megan Pfaltzgraff

Don Rainwater

Aaron Rucker

Benjamin Stockwell

Mel Sweet

Eric Tribbe

Brian Verkamp

### New Business & Updates

#### **Echo 360 Update:** Chris Edwards and Don Rainwater

Phase 1 is active in 27 rooms and that the overall recordings are going well. There are over 150 classes actively using the system. UC's pilot is equivalent to some of Echo360's larger production sites and Echo has been very responsive to our needs. Echo coming back to campus Oct 9<sup>th</sup> and 10<sup>th</sup> prior to Phase 2 kickoff on October 16.

Dr. Russell Mumper, Vice Provost for Academic Affairs at the University of Georgia, will give presentation on flipping his classroom and active learning

- An announcement will be posted in the eLearning Canopy bi-weekly newsletter.
- Presentation will be in 103 Proctor Hall from 1:30 – 3:00
- The room seats about 240 people, no RSVP will be needed.

Phase 2 will include Lecture Tools, which allows students to take notes during lecture and interact.

#### **Kaltura Update:** Chris Edwards

Paul Foster and Don Hodges will be co-leading. Focus will be on CECH, UCCC CAHS, CoN, UCBA, and LCoB with full implementation for them. Everyone will have access to Kaltura through the Bb building block Project.

#### **Blackboard Update:** Chris Edwards

Veterans Day (Nov 11) Bb will migrate to Isilon storage exact downtime will be communicated.

#### **Web Conference Task Force:** Chris Edwards

Task Force has narrowed the possible products to 4 and is planning a vendor demonstration for each one. Zoom and Adobe are the top choices. The final recommendation is expected in October.

#### **Web Conference Task Force Update**

Chris said the committee is evaluating multiple products, including Collaborate, using a matrix developed by the team to parcel out the work. The task force expects to have a recommendation by October, with the goal of implementing it in spring semester 2015.

#### **Data Center Task Force:** Megan Pfaltzgraff and Nelson Vincent

Board of Trustees approved moving the disaster recovery and business continuity site to the SOCC facility on OSU's campus instead of building a new facility at UCBA.

The SOCC includes 100 GB connection to campus. Mark Faulkner's and Diana Noelcke's teams are working on implementation.

The SOCC is a tier 3 facility, UC is leasing the equipment from SOCC and remote staff for restarting servers, etc.

Nine core business systems co-located, includes email, Bb, Identity Management, UCFlex, SIS, Active Directory, the new storage system, etc.

NOTE: This is not full disaster recovery site, just core systems

The Data Center Task for has new members from Xavier and Cincinnati state joining UC and UC Health. They will be making recommendations for a new data center. UC Health is on a 3 – 5 year trajectory for a new data center.

### **Dell Update:** Dom Ferreri

Melissa Rowe is the new interim Dell representative for UC. Melissa attended the meeting to discuss what has and has not been working with the contract.

There are three ways to purchase equipment on the contract:

- PO
- Term Contract Release
- P-Card – NOTE: preferred method

Dom will convene a small task for to review the models on the Premiere site and compare them with Dell's Smart Select prebuilt options quarterly.

Dom will give Melissa the ability to send the weekly Order Status report to the IT Managers listserv. Dell is creating a knowledge base for UC.

Melissa will work with Sam Patton and Dom to enable upgrading and downgrading on orders to add accessories, such as docking stations, monitors, etc. on the portal and she will work with Guy Youngblood on discounts for accessories.

Dell Logistics will work with the carriers (UPS, FedEx,) on delivery issues and hope to have them resolved by 9/15

UC is working on implementing a procurement system, ESM Solution

Nelson indicated Dell needs to demonstrate positive changes quickly:

- Melissa will work with the new Dell rep, Janet, who is local to Cincinnati
- Melissa and Janet will work with an internal Dell project manager to improve Dell's service to UC
- Melissa will send Dom the Smart Select catalog with equipment available in October

### **Password Task Force** - Dom

The first meeting is scheduled early October

### **Creative Cloud Update** - Dom

Directions for mounting a drive, etc., need to be improved. License renewal is automatic for three years of contract. Submit a GetIT order to cancel license renewal before three year term ends.

**Statistical Software - Dom**

Need to issue new licenses earlier in August, before classes start next year. Dom will discuss this with Gary Casson

**Box Update – Don Rainwater**

Meeting weekly reviewing use cases and developing marking plan. Reviewing if it is appropriate to store HIPAA and PHI data on Box.

**IT Architecture Principles – Dom**

Review new document and suggest additional changes before the October meeting. A vote to accept will take place in October.

**SCCM Update – Dan Kuhlmann**

Project lead is on medical leave and UCIT is looking for outside resources in CoM to help with implementation. Brian Verkamp offered a team member from CECH to work with UCIT.

**Print Management – Don Rainwater**

UC is planning to outsource print management. Contact Don Rainwater to participate in the RFP process.

**Adjourned:** 10:55 am

September 24, 2014

### **Data Center Task Force Update**

The Board of Trustees approved the funding to connect UC to the 100 Gbps statewide network and establish a disaster recovery and business continuity site at the State of Ohio's Computer Center (SOCC) on Ohio State's campus. UC will mirror the hardware and software of its mission critical core business systems. SOCC will provide "remote hands" for basic administrative and technical tasks. The initial lease agreement is for five (5) years.

### **UCScienceNet – Jane Combs**

Faculty researchers teamed up with UC Information Technologies (UCIT) to submit the National Science Foundation (NSF) Campus Cyberinfrastructure – Infrastructure, Innovation and Engineering program (CC\*IIE) grant. The \$499,741 award will fund the development of UCScienceNet, a dedicated, high speed research network, which will facilitate the transfer of very large data sets or very fast transfer of data for real-time visualization and analysis (see attached presentation).

### **New Position**

Bo Vykhovanyuk accepted the position of Assistant Vice President of the Office of Information Security.

### **Security Policy Development Draft**

Matt Williams reviewed the draft Data Security Policy and Compliance Framework (attached). Mark asked the committee to send comments to Bo and Matt and be prepared to discuss it in depth at the October meeting.

### **Box.Com**

Box is the university recommended solution for personal cloud storage. Don Rainwater is chairing a committee to develop FAQs, a marketing plan, and to determine what type of data can be stored in cloud. Attached is a draft of the University of Cincinnati Approved Cloud Data Storage Solution. OIS also drafted a Data Protection Policy (attached). Committee members will review and provide feedback in the October meeting.

### **Committee Chair**

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### **Committee Co-chair**

#### **Jane Combs**

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### **Committee Members**

Jiraganya Bhongsatiem

Dama Ewbank

Jared Haggit

Brett Harnett

Matt Hartman

Byron Hutchins

Charles Jake

David Linger

Steve Marine

Bo Vykhovanyuk

## **Mobile Data Management Policy**

Mark asked the committee to review the draft policy from an institutional and personal perspective. Send comments and concerns to Bo and Matt.

The Office of Information Security will present all policy drafts to the four topical governance committee to seek their input as part of the process before submitting them to the IT Council.

## **Membership**

Jane Combs is the new co-chair for the committee. The composition of the committee will continue to evolve. Tara Smith and Brian Verkamp both resigned because of other obligations. Mark will discuss additional committee members with Nelson Vincent.