Technology Steering Committee Meeting
August 17, 2010

Members Present: Alan Bearman (Mabee Library), Bob Boncella (Business), John Christensen (Law), Donna LaLonde (CIS), Richard Liedtke (Enrollment Management), JuliAnn Mazachek (Foundation), John Moore (VPAT), Denise Ottinger (Student Life), Rusty Taylor (Applied Studies), and Elliott Haugen (ISS). Scheduling conflicts: Cynthia Hornberger (President’s Office), Nancy Tate (VPAA).

Agenda:

Announcement: Alan Bearman was congratulated on his being named Dean of Libraries.

1. Approval of Minutes. The minutes of the Technology Steering Committee (TSC) meeting of May 19, 2010 were approved as distributed. Nancy Tate expressed thanks to the ISS staff and other members of the Banner 8 migration team for the successful transition to the new release in early June. John Moore had also emailed a note of appreciation to the Banner 8 project team. Donna LaLonde added that the renewed relationship between the HiPACE faculty group and ISS has led to continued progress. The first external HiPACE user was added; it is a faculty researcher at the University of Kansas who needed access to advanced computational capabilities.

2. Strategic Technology Initiative Project Update. Elliott Haugen updated the TSC on the following ISS and University information technology activities:

   a. An ISS newsletter “IT’s Happening @ Washburn” was distributed via email to all faculty and staff in early June. It is posted on the ISS web site.

   b. The work continues on the migration to KanREN as the University’s Internet connectivity supplier. Campus trenching work was completed by Cox Cable on August 10th to accommodate the new fiber optic link. ISS has installed the new KanREN equipment and the new Washburn network components (e.g., 2 Gbps interface, firewall). The Law School volunteered to be the first to move to the new Internet connection (Friday the 13th of August); CIS systems, residential halls, and all campus wireless were also moved. The next steps include rerouting all University desktops/laptops to KanREN for Internet access; this will be followed by moving all major ISS servers on September 12.

   ISS has fused existing network backbone fiber optic cables to create seamless fiber paths from Mabee, HLC, LLC, and Law to the Bennett network center. New data network hubs/switches were installed in Garvey and LLC; while wireless access is being added to Garvey.

   c. ISS has started work on upgrading various technology components in over 50 mediated classrooms. An open house is planned in October for the upgraded instructional TV studio in Henderson. Alan Bearman announced that the Washburn’s first “intelligent whiteboard” had been installed in the Mabee Library electronic classroom.
d. The expanded SPSS licensing is in place; raising the maximum number of concurrent users from 16 to 50; software copies are being installed in all lab computers and on faculty computers as requested. Donna LaLonde added that the open source “R” statistical package is available on the HiPACE system; this statistical computing and graphics software is being promoted by the American Statistical Association.

e. The $150,000 computer refresh/replacement purchase request was approved at the July 30, 2010 Board of Regents meeting and the new computers for classrooms, faculty, and staff should arrive soon. To provide additional time to install new computers next year, John Moore stated that he would check with Purchasing (Mel Ragar) regarding moving the bid approval prior to July 1, possibly to the same time that the Regents approve the expenditure budget.

3. Banner Security Officer/Data Stewardship: Elliott Haugen distributed a proposal to define roles and responsibilities of Banner security officers – those persons responsible for overseeing and approving access to the University’s Banner system. Washburn had previously specified the people responsible for approving Banner access requests, but there was no clear statement of their roles and responsibilities.

Committee members indicated a desire to streamline the current request process while still protecting security and privacy requirements. Comments included the need for a request form that is easy to understand since Banner security officers may not understand all the Banner form/screen/table designations. Automatic transfer of Banner access rights should occur when a person is hired or transfers into an existing position where the predecessor had Banner access. In a few cases, the designated Banner security officer should have approval rights for cross-system access. For example, the VPAA could authorize Banner student and financial access for a new program director as long as the student and finance security officers had previously signed off on a set of standard access privileges. ISS will be asked to review an automated process whereby an employee’s job defines ongoing or default Banner access rights. After the discussion, members asked that Elliott Haugen revise the proposal for further discussion (changes in Attachment A).

4. Kaludis Consulting IT Assessment Report Discussion: The TSC discussed the need to distribute the Kaludis Consulting report within the University and the steps for moving forward on key issues and recommendations. Members emphasized the need to share the plan, to address IT governance issues, and to develop a strategic IT plan. TSC members stressed the importance of these steps in providing stability, focus, and continuity for IT development and services within the University. In addition, an IT plan would be an important factor in defining the expectations of the future CIO. There was some discussion about the future membership/representation on the TSC. The Committee agreed that additional meetings should be scheduled to discuss these issues; meetings were subsequently set up for August 24 and 31.

Prepared by: Elliott J. Haugen, Interim CIO/Director, Information Systems & Services

Approved by Technology Steering Committee: September 24, 2010
Attachment A

Updated DRAFT Version August 17, 2010

Banner System Management/Security Responsibilities

Washburn University’s Banner Security Officers have two roles:

I. System Oversight Responsibilities:

1. To help ensure consistency and integrity of Banner and its database elements and associated software. This includes understanding the consequences of system changes, coordinating upgrades or modifications, managing screen/form contents, and resolving data quality issues, e.g., duplicate person data.

2. To review and approve software project requests that result in changes to system application code. (Report creation is not included)

3. To review and approve all database table/field additions or changes.

4. To coordinate software release installations and major modifications, i.e., feature testing by users, go-live scheduling and follow up, and data conversion implications.

5. To consider institutional information needs and to promote planned system growth.

II. Information Access/Security Responsibilities:

1. To ensure there are system access policies and procedures.

2. To review and approve requests for Banner access and database update capabilities.

3. To promote system, data usage, and confidentiality training.

The following designees are Banner Security Officers and can sign off on (written) access requests and Banner updates:

| Chris Leach (Finance), designated by VPAT | Finance |
| Nancy Tate (VPAA) | Faculty and course-related access |
| Richard Liedtke (Enrollment Management) | Admissions |
| Gail Palmer (Financial Aid) | Financial aid |
| Carla Rasch (Registrar) | Student records |
| John Moore (VPAT) | Human Resources and other non-Finance access in VPAT area |
| Denise Ottinger (Student Life) | Student Life-related data |
| Cindy Hornberger (Alumni, Institutional Research & University Relations) | Access to Alumni data (Banner). Note JuliAnn Mazachek is responsible for Raiser’s Edge data base and its link to Banner. |

Approved by Technology Steering Committee: _________________ Date: _______________