Academic and Student Life IT Committee
Meeting Agenda
Sept 12, 2018 2:00pm-3:30pm McCann Centre, Room ED2030B (G.A. Hickman Bldg.)

1. Review of meeting minutes
2. Review/update of action items
3. Membership
4. IT investment review process (Draft)
5. Proposals – status/update
6. Other Business
Academic and Student Life Committee
Meeting Minutes
September 12, 2018 2:00pm-3:30pm McCann Centre, Room ED2030B

Attendees: Thomas Hawkins, Wayne Rose, Shona Perry-Maidment, Janet Goosney, Bruce Belbin, Steve Pennell, Andy Fisher, Lakshman Galagedara, Janet Bangma, Barbara Dawson, Laura Pike, Sarah Arnott

Regrets: Andrew Kim, Angie Clarke, Catherine Shortall, Vineel Nagisetty, John Godfrey, Ahmad Alkasasbeh

Attachments: IT Investment Proposal: Volunteer Management System; Meeting Agenda; May 7 2018 Meeting Minutes

1. Review of Meeting Minutes
   - Minutes approved with one correction – CBlue is the Vendor for CBlue software - curriculum mapping tool – used by CITL

2. Review/update of Action Items
   - All items complete

3. Membership
   - Round table
   - Introduction of new members:
     - Barbara Dawson – Associate Director, Client Relationships, ITS
     - Wayne Rose, Interim Director, Ancillary Operations
     - Thomas Hawkins, Manager Technical Systems, CITL

4. IT investment review process (Draft)
   - Sarah provided background on the current IT investment review process as an introduction to the proposed changes to the process as captured in detail in her presentation
   - Feedback re: language when the term ‘enterprise’ is used:
     - can be misleading, disengaging or overwhelming... not all investments are enterprise wide systems
     - Can be prohibitive for individual department needs
     - Leads to the perception of inability to move things along in a relatively quick manner
   - Action: Laura to discuss with coordinators
   - Assessment and Prioritization discussion
     - The committee is a forum to discuss the strategic importance of initiatives that may not be quantified elsewhere - ex admissions.
     - Agreed that it isn’t necessary, when reviewing proposals to invite the proponent to present their investment proposal
     - Coordinators to ensure completeness of proposal prior to assessment of the committee
     - Recommendation: to have a common area/tool where the committee members could fill in our comments and pre-score each proposal individually prior to the meeting and proposal review- Allows for additional information can be gathered if needed
   - Recommendation: Committees should be pilot groups for 0365
   - Action: Sarah to investigate
- Feedback – The Matrix will help eliminate bias and provide more subjectivity
- Process clarification re: start date of an investment. Once the committee has ‘endorsed’ a solution, the project becomes listed on the active investment list but the project may not have begun. There may be a lapse of time from endorsement to kickoff - The committee does not take part in project planning, tracking or implementation.
- Clarification re: Deadlines, and projects that must be completed by a certain date – the matrix does take these into consideration and would be scored on immediate need in the mandated/required criteria.
- Laura to continually bring recommendations and feedback on the process to the coordinators to mature and improve the process.

5. Proposals – status/update
   - Volunteer Management Proposal – review:
     o doesn’t meet the 3 criteria as it is a cloud solution that doesn’t require integration to other Memorial systems
     o Presented to the committee for Informational purposes
     o Dissemination of the decision/information for transparency purposes
     o May present an opportunity for other units
   - Peer Scholar Proposal/Information Update
     o Already an active IT investment
     o Presented/Submitted for informational purposes
   - Whole Person Graduate Admissions Proposal/Information Update
     o Currently undergoing business requirements review and needs assessment
     o Taking a step back to focus on requirements
     o Now might be the time for the proposal to come to the committee - discuss the need... based on the business requirements

6. Other Business
   - The committee’s focus isn’t just reviewing proposals but larger questions such as what are the 3 priorities - when considering academic and student life – it is a forum for good discussion
   - Committee needs to strike a balance between practical and inspirational, particularly where the institution is currently focused on fiscal management
   - Fiscal return, and opportunities for efficiencies - may drive priorities for the next couple of years
   - **Recommendation:** to leverage student feedback in discussions – one route, IT student advisory committee (currently represented on the committee) but other avenues as well with a stronger involvement from students

   - **Next meeting: Nov 14, 2018**- adopt the proposed standing agenda and bring the proposals for review and information
Completed proposals should be sent to itgc@mun.ca.

For more information, contact Sarah Arnott, Manager Strategy, Planning and Liaison, Office of the CIO at 709-864-2984 or sarnott@mun.ca.

<table>
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<tr>
<th>Proposal title:</th>
<th>Volunteer Management System / Student Experience Office</th>
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<tbody>
<tr>
<td>Requester name and unit:</td>
<td>Julia Halfyard, Student Experience Office, Student Life</td>
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<tr>
<td>Date:</td>
<td>April 30, 2018</td>
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<td>Technical assessment by:</td>
<td></td>
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<td>Primary IT Portfolio:</td>
<td>Core IT and Security</td>
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Description

PROBLEM, NEED & IMPACT

Consider things like why it is needed; what is changing and what is not changing; how people’s experience will be different; who and how many units/campuses are impacted; what does success looks like. [200 Words]

We are searching for a volunteer (and eventually event) management system that will help us manage our student volunteers. This system will:

- Help us communicate more effectively
- Help us heighten engagement between our volunteers and the university
- Communicate with ease
- Create schedule based on their availability with ease
- Accent the event positively
- Pre-plan the event more efficiently
- Use less employee hours to monitor and implement the volunteer system and use those employee hours more effectively.

Our Welcome Week programming is ever-growing and the impact on all students and our campus life is growing. The weakest link at present is the archaic form of communication and scheduling of our valued volunteer students.

ALIGNMENT TO UNIVERSITY PRIORITIES

How does this enable the University, department, unit, or research strategy? How specifically will it fulfill or enable a departmental or unit mandate? [1-3 sentences]

It will be a more efficient and effective way of increasing student engagement with the university, enabling all students to connect, engage, and belong.
**BENEFITS**

What are the measurable benefits? Benefits can be moving staff to higher value work, measurable improvement in speed of processing, enhanced experience by clients, security improvements. [2-5 bullets]

- Effective use of time, rather than struggling with excel sheet and often pen and paper
- Enhanced volunteer engagement through enhanced communication.

**CONSTRAINTS**

Things like critical dates, availability, budget, regulations, etc. [2-5 bullets].

- Time: Would like to have this in place for the summer. (end of June) to prepare for both summer orientation and also Welcome Week.

**KEY MILESTONES**

List the major milestones for the project. [2-5 Bullets]

- Volunteer Recruitment and management
- Eventual event management

**CONSEQUENCE OF NOT PROCEEDING**

What happens if this investment does not happen? What opportunities are missed? What is the impact on future projects? What services are impacted? Etc. [100 words]

We would have increased engagement with our students. We would be able to work with them and their busy schedules and create a warm, welcoming, and highly organized environment for them to work. Currently, we scramble, work with elaborate excel sheets, use email, and hope for the best. A volunteer system will help us know and control our event in a more efficient manner.

**FUNDING SOURCE**

List all funding sources and the funding amounts as available. If funding has not yet been secured, indicate that funding is required.

Our office will fund the program as a part of our Welcome and Transitioning program.

**Technical Assessment**

*To be completed with Office of the CIO or other technical staff representative.*

**TECHNICAL COMMENTARY**

Technical comments about the feasibility of the proposal, any high level architectural considerations, and any obvious technical risks or benefits. (100 words)
Considering Cloud solutions for this system, and it doesn’t require integration with any on Campus systems (Separate authentication)

**COST AND WORK EFFORT ESTIMATE**

*Provide high level estimates, if known.*

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<th>Work effort</th>
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<tr>
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Reviewed by: <list committee(s)>

Date:

Comments: