



**Attendees:**

Area	Name	Attended/Absent	Area	Name	Attended/Absent
Advancement	Damon Cates	Absent	Provost HSD	Margaret Callahan	Attended
Academic Affairs	David Prasse	Absent	Provost LSC	John Pelissero	Attended
Enrollment Management & Student Success	Paul Roberts	Attended	HR	Winifred Williams	Attended
			Student Development	Danielle Hanson	Attended
Facilities	Kana Henning	Attended	ITS/Facilitator	Susan Malisch	Attended
Finance	Wayne Magdziarz	Attended	ITS	Jim Sibenaller	Attended
President's Office	Tom Kelly	Attended	<b>Guests:</b>	Kevin Smith, Dan Vonder Heide, Bruce Montes	

**Welcome, Meeting Purpose & Agenda**

The minutes from the September 20, 2017 meeting were approved as written. The agenda for December 12, 2017 includes an update on the Technology Changes for Spring 2018, Student System Upgrade, LUHS Upgrade to Workday and the ITS Project Portfolio Prioritization

**Technology Changes for Spring 2018**

Bruce Montes and Dan Vonder Heide gave an overview of the upcoming technology changes occurring within the Spring 2018 semester:

- Microsoft OneDrive will replace Box as Loyola's cloud-based storage solution.
- Panopto will replace Kaltura as Loyola's video repository and streaming service.
- Zoom will replace Adobe Connect as Loyola's Web Conferencing and Online Synchronous Classroom solution.
- Sakai course sites greater than 2 years old will be deleted and a regular practice of deleting course sites greater than two years old will be instituted.

A communication to all faculty was sent on December 8, 2017 advising of these upcoming changes including a timeline, links for help and more information and direct contact information for help. The information has also been posted to the ITS Website and will be announced via Inside Loyola. Bruce advised he would send regular reminder emails to faculty over the course of the project.

Sakai Course Retention: the actual cleanup will begin in May and June. There are 21,000 sites that have not been accessed in over two years and numerous UVID owners that no longer exist; ITRS and FCIP are working to confirm their owners.

Adobe Connect to Zoom: Adobe Connect will be retired at the end of the Spring term, this will impact 180 faculty who currently have Adobe licenses. ITRS and FCIP are encouraging all faculty to use Zoom as early as the J-term for their online classes.

Kaltura to Panopto: The videos currently in Kaltura will be duplicated to Panopto. A communication to faculty with video content will be asked to confirm their videos have been moved and are operational. There are 900 faculty/staff and students that have used Kaltura as their video repository.

Box to OneDrive: 6,500 accounts will be migrated. Migration should be completed in March and BOX will be retired in July. At present, 150 accounts have been migrated and includes Facilities, ITS, Libraries and Athletics. The ITESC will be the pilot for shared folders migration. The remainder of the non-shared folders will be migrated over the MLK Holiday break. All Box accounts (shared and non-shared) will remain in a read-only state until July to ensure OneDrive has all the Box data.

**Student System Upgrade – Kevin Smith**

Kevin Smith gave an update on the upgrade from Oracle Campus Solutions (CS) version 9.0 to (CS) 9.2. In September, the timeline showed the production ready date was February 15, 2018; that has been revised to early March 2018. The migration team experienced several issues undocumented by Oracle and Kevin and team wanted to allow for additional end-user testing. The migration team is communicating with the functional areas, keeping them informed of the process and checking in to be sure their testing is going smoothly. The current plan is have the move done over Spring Break, users will not notice material changes with this upgrade. Phase II of this upgrade will be user facing with noticeable changes. Kevin will have a revised timeline for the next ITESC meeting.

**LUHS Upgrade to Workday– Jim Sibenaller**

Jim Sibenaller explained the health of this project is red due to various concerns that are high risk. Jim provided the committee with the issues/risks if Trinity makes the decision to "go live" on December 24, 2017. The three main needs are; validation of all data, complete integration testing for all external vendors, and access from Trinity to the data. Wayne Magdziarz is meeting with Larry Goldberg this week and requested an executive summary indicating there is high risk within the small testing period and impact on users would be significant. The draft will also include a revised proposed go-live date of March 31, 2018. Jim will continue to attend the meetings and report on the daily progress.

**Project Portfolio Prioritization:**

Jim Sibenaller reported the Plan of Record activity for FY18 Q1-Q2:

Number of Open Projects at the start of FY18 Q1-Q2	183
Number of New Projects Submitted	53
Total Projects Completed in FY17 Q3-Q4	66
Current Active Projects in Portfolio	175



## IT Executive Steering Committee Meeting Minutes December 12, 2017

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Susan gave an overview of the FY18 Q2-Q3 pre-approved and established projects. A few notable discussion items included:

- Business Intelligence (BI) reporting is underway in several areas and it was noted this is the first year the Clearinghouse report will be submitted using the data warehouse
- New ITS hire Joanne Kinner will begin working on BCDR efforts
- New database for Campus Safety to capture supplemental police log data for display on their Police Log web site, and helps ensure we stay in compliance with the Clery Act
- Facilities space and asset management project has restarted
- Halas Recreation - new recreation management software that assists with memberships, equipment check-out, etc.
- School of Social Work SONIA Field Management software – possible future use in other schools
- Quinlan Customer Relationship Management (CRM) will benefit the Business Leadership Hub which currently has four centers. The CRM will assist in managing external contacts and relationships and integrate with Advancement activities

While reviewing the order of the projects, John Pelissero advised the PROLAW Scholars only impacts a small number of students would like to see it moved to 14. He also felt the Grant Financial Process Improvements project needed to be removed. Susan confirmed it was not an active project but on the POR for conversation and based on the discussion today, she will ask Teri Pigott and Margaret Callahan to respond accordingly to the request.

The ITESC approved the Plan of Record Prioritization for FY18 Q3-Q4.

**Next meeting – Tuesday, February 6, 2018 – 1:30-3:30 – GC West | LT 1704 | and via Zoom tele/video conference.**

Respectively submitted by;  
Sondra Heine