

**iCampus Oversight Committee
Committee Meeting Minutes
Monday, March 14, 2005
10:00 – 11:00 am
OUB218**

Present: Steve Adams, Beckie Benner, Chuck Beaudreau, Carla Birckelbaw, Bill Cummins, Dan Hayden, Larry Quane, Mark Troester, Mark Walbert, and Dane Ward

Absent: Greg Alt, Katy Killian, Brent Paterson, and Ira Schoenwald,

Guests: Danielle Miller-Schuster & Jess Ray

Mark Troester welcomed everyone to the meeting and distributed the agenda. He announced the following:

- The Redbird Card iCampus Team won the Team Excellence Award.
- Student elections went well a few weeks ago.
- The College of Arts & Sciences asked us to do their election for representatives to Academic Senate and their College Council.
- There was an error in the printed version of the CRD and we were able to put a message out on the iCampus portal. The iCampus version of the eCRD was corrected
- Welcome to ISU is moving along and some of the pieces are already put together. This is an addition to the portal but uses portal technology.
- 96.7% of the APA grades were collected, which is a record.
- We are now doing 9 weeks grades on the portal.

Mark then introduced guests Danielle Miller-Schuster and Jess Ray, who were here to talk to us about adding a portal channel for students to apply for graduation and commencement. Danielle opened the presentation by explaining the process that students use to apply for graduation now. She distributed a new combined form that students can use for graduation and commencement. Jess then explained how they would like to have an interface on the iCampus portal and make the process more interactive. This could reduce errors because we would be using information that the student typed in rather than trying to read their handwriting, which is sometimes hard to read. They would also like to build in the charges on the system rather than the student paying the \$25/\$30 fee on the front end. Another plus to having the process on the iCampus portal would be that the student could receive confirmation of their application once they have submitted on line. They do not receive any type of confirmation on process now. Jess explained that there are multiple people touching the hard copy form, which increases the chances of error. There would be a significant decrease in staff time because the information for the student would come from the system thus decreasing errors also. The deadline for graduation is the February and September of the semesters when they are graduating. There was some discussion on the billing process and how it could be charged on a credit card on-line when a student applies. Danielle explained that the deadline could be moved

up so that the fee could be built in with the other fees before the student is done with school.

The group mentioned difficulties regarding graduate students with multiple degrees. The fact that many of the fields could be pre-filled in for the student when they fill out the application was also discussed. Mark Troester thanked Danielle & Jess for attending the meeting.

Mark then went through the agenda items on the list and asked for feedback. There was a short discussion regarding each of the following:

Students Accounts channel and Parent Portal

- Billing information and the ability to make payments would be added in a channel. Students would have this channel in their portal and could allow parents/guardians access to the channel.

Class wish list channel

- A student could keep a text list of future classes in the portal. During registration they would refer to the list in addition the eCRD.

Degree Audit Channel

- This was a request from Jon Rosenthal and many advisors.

Enhancement to the HR channel

- Ira Schoenwald mentioned some of the needed enhancements last meeting.

Registration Entry Notice (Delinquencies)

- Prior to registration a student could view delinquencies.

Faculty Text Book channel

- Several faculty have requested a list of their current and past required textbooks

Class List

- Faculty have requested the ability to download class lists to Excel.

Library Channel

- This would give a list of librarians who could help with specific tasks.
- My Account could enable students to see what books they have checked out, what fines they have, etc.

Daily grade channel

- Faculty member could put grades in allowing students to see their grades.

Withdrawals

- Registering and dropping is on the portal now but this is not since this particular process is a complicated one now.

After the group had a chance to discuss each of these, Mark Troester added that he thought we should get back to student accounts and the parent portal but is also looking for direction and feedback from this group. Some of these initiatives could be run simultaneously. Steve Adams added that he agreed with that plan and he added that the degree audit channel would be a high priority for him also. He also added the HR enhancements seem to be important also. Mark Wilbert added that we could look at it in fiscal savings also and measure costs to use as a way of prioritizing the initiatives. Larry added that the degree audit, withdrawal from a class, and application for graduation could

perhaps all go together simultaneously at the same time. Bill added that the withdrawal, the class wish list, and HR enhancements could go to the bottom of the list for him because they are less burdensome tasks now and would not save many dollars. It was mentioned that it may be possible to turn on student records in a cripple version to allow withdrawals after a specific date. The advanced registration could be used along with the wish list and departments and advisors could use these facts planning for a future semester/school year. Becky asked about alumni access. Mark answered that there is no plan on the table since we have not figured a way in which to authenticate those alumni but we will keep this on the list.

Mark will send the list out in a format so committee members can rank them in order of importance. The group discussed the fact that we need to consider the prerequisites needed in order to get some of these initiatives up and running.

The meeting was adjourned.

Next meeting will be scheduled for fall semester.

Submitted by Georgia Bailey