

iCampus Oversight Committee
Committee Meeting Minutes
Monday, April 12, 2004
10:00 - 11:00 a.m.
OUB218

Present: Greg Alt, Becky Benner, Carla Birckelbaw, Charles Boudreau, Bill Cummins, Dan Hayden, Katy Killian, Brent Patterson, Larry Quane, Mark Troester, Mark Walbert, and Dane Ward

Absent: Steve Adams

Mark Troester brought the meeting to order by announcing changes in the portal. Overrides did not show up correctly but we now have that tracked down and he distributed an example of what the student would see if he/she has an override. The two new load balancers are now in place. Carla added that everything seems to be working smoothly.

Larry distributed the class registration directory and went over some issues and updates related to it. He added that we plan to reduce the number of these printed phasing them out in the next year or two, which will save money. The book for Spring of 2005 will be modified to be more useable and will encourage the iCampus Portal to be used for registration. It is expected that 60% of the students will be using the iCampus Portal for Fall, 2004 registration. The electronic version is available before the printed version by several weeks. Everything that is in the hard copy is in the electronic version. The SIAS version is hard to access from off-campus and one must know numbers to be able to use SAIS for this purpose. Some information is not available in SAIS also since it does not have a comments version. These comments are also not available in the portal as of right now, but that is something we are working on. The iCampus Portal does have the most update information. Some suggestions for the portal are:

- A link for class directory from the faculty/staff page.
- A note about the default pin number.
- add a note to ask the department of that course in the textbook part of the student information page
- Add something that would indicate your registration delinquencies on the registration page with date and time and telling students that they need to take care of delinquencies.
- Add something to inform student the default PIN in the student section..
- Indicate which catalogue students are in on the student page
- Add something so graduation & commencement applications can be done simultaneously.

Larry asked for feedback. Mark indicated that there are two links to the registration_directory right now. If it is your time to register, there is a separate link. Both links show open courses. That link inside registration has been renamed to "My Class Directory". The other link outside registration needs to be more like the hard copy of the registration book for everyone to see. When someone is not registering, they need to see the entire list of classes even if they are closed so they would know that they need to ask for an override. Mark's asked if we want to just show a PDF of the registration book or if we want something interactive with changes as they are made. Brent suggested that we may want to do a little more research on how students are going to be using it and could make the list much longer. There could also be an option to see all courses as opposed to seeing only open classes. A search by class time would be helpful. The group discussed the fact that many schools do build a set of schedules for the students and then they choose the one that they want. Mark Walbert asked about a focus group of student and watching them register so we can learn from them. Mark and Todd will investigate the comments and header lines that are in the written directory and see about putting them into the portal.

At our last meeting we talked about messaging in the portal. Mark Walbert announced that the mass electronic communications policy is in the Academic Senate Rules committee hands at this time and the expectation is that it will go before the Academic Senate as an informational item. If this is done before their last meeting of the semester, then it can become effective fall, 2004. Carla added that it talks about how we communicate with off campus as well as on campus populations. The portal is identified in the document as one mode of communication. Putting messages in the portal as well as an e-mail to the group is the way most people are handling mass communications right now. Mark Troester asked for and the group discussed examples of how the portal is being used for this. Investigation is now going on about contacting off campus students.

Brent asked about student projects research and about their messages going out. We need to be aware that these requests will come in. Mark Troester announced that limiting the words and time needs to be done and he will take responsibility for telling people if their messages are too long.

Mark Troester announced:

- Graduation & commencement: Brent announced that we are much closer to doing something together. The last meeting went over the information needed. They are working with the AIS office and trying to decide what information really needs to be used. They would like to have it ready for fall semester.
- E-Commerce: Todd Helgeson, Greg Lyle, and Mark Troester talked through the transaction server and using it to bring the data out. Dan announced that this is IBM's new version of CICS. They are working on security measures now. Dan will get back to Chuck on the timeframe for this so student account information can be on the portal. Chuck said they have many requests for this.

The meeting was adjourned.

Next meeting

Monday, May 10, 2004

10:00 – 11:00 a.m.

OUB218