Administrative Technology Advisory
Committee Meeting Agenda
May 16, 2019 10:00 – 11:00am

Attendees: Anne Krueger, Asma AbuShadi, Bill McGreevy, Chris Tarman, Courtney Williams, Jessica McKean, Jessica Robinson, Julie Kahler, Kerry Kilber-Rebman, Laura Murphey, Matt Calfin, Michael Carr, Mike Reese. Pat Setzer, Sue Rearic, Vanessa Saenz

I. **Committee Charge and Composition**

With the triennial review of the handbook the committee has begun review of the charge and composition. They would like to revise the language surrounding decision making. Also, the composition needs review; is it what the committee needs?

II. **Colleague Patches and Ongoing Maintenance**

IT is working on developing a regular maintenance schedule. They would like to keep the system current on a quarterly basis. An important aspect of this will be sending information to users regarding scheduled updates and how it ties to features. Ultimate goal is to make this routine part of the calendar.

III. **Self-Service Add Authorizations for Summer**

With Self-Service, there is a rebranding of add codes. Current goal is to launch by June 10. A communication will be going out to inform faculty, but so far, it has been well received.

IV. **Office 365 and Single Sign On (SSO) Security**

Single Sign On wants to authenticate to other systems and goes with not deleting email addresses. We would need an email retention policy to test functionality.
It would be worthwhile to bring a group together to talk about policy and services tied to accounts (ex: library, wifi, etc.) and explore the impact of a student not being enrolled and possibly still using services.

V. **Ex-Libris (New Library Management System)**

This project is moving along, as with other systems, it uses a particular authentication.

VI. **ImageNow (Document Management System)**

Jessica McKean and Asma AbuShadi are working on project plan. The proposal would be to clean up existing plans first. Currently, we are on an expired UI, and need ImageNow upgrade completed to be on latest UI for Colleague.

VII. **New Website Update (Anne Krueger)**

Anne Krueger reported that we have received high level site map from Civilian. It will be distributed to relevant departments for review to provide input and approval. May 31 is the cut-off when they will start migrating sites. The project is still on schedule at this point with the Go-live at the end of June.

VIII. **Other Items**