

SENATE COMMITTEE ON INFORMATION TECHNOLOGIES (SCIT)
MINUTES OF MEETING
September 9, 2014

[These minutes reflect discussion and debate at a meeting of a committee of the University of Minnesota Senate; none of the comments, conclusions or actions reported in these minutes represent the views of, nor are they binding on, the Senate, the Administration or the Board of Regents.]

[In these minutes: Charge review; Information security framework update; ESUP update.]

PRESENT: Jim MacDonald (chair), John Butler, Bradley Cohen, Michelle Driessen, Kristy Lashbaugh, Kate McCready, Karen Monson, Benton Schnabel, Yuk Sham, Tom Shield, Eric Watkins, Diane Willow

GUESTS: Brian Dahlin, chief information security officer, OIT; Patton Fast, enterprise architect, OIT; Kelly Krattiger, Management Systems Upgrade Lead, OHR; Sue van Voorhis, associate vice provost, Academic Support Resources

OTHERS ATTENDING: Bernard Gulachek, Emily Ronning, John Vollum

REGRETS: Sean Conner, Tisha Turk, Zachary Shartiag

ABSENT: None

1. WELCOME AND INTRODUCTIONS

Mr. MacDonald called the meeting to order and asked for introductions.

2. CHARGE REVIEW

Mr. MacDonald had members review the charge in advance of the meeting and asked if there were questions. Ms. Rich discussed member roles and responsibilities. Members then discussed the importance of student involvement and the need to ensure the perspective of the students is heard.

Professor Shield noted that issues related to online courses could provide enough topics for a completely separate committee. Mr. MacDonald explained that at this time, new senate committees are not being created, but if this proves to be an issue in the future they can examine it further.

3. INFORMATION SECURITY UPDATE

Brian Dahlin, chief information security officer, OIT, began his presentation by explaining that high level policies outline rules that should be followed by the institution. Security standards are more specific than the rules included in a policy. A measurement mechanism must be in place to ensure standards are being followed. The policy establishes the security framework, but flexibility is needed because there are instances when an exception should be made with a manageable level of risk.

Mr. Dahlin outlined the following regarding the Information Security Framework in a PowerPoint:

- Twenty-five security standards were created and the next step is to draft a revised Information Security Policy.
- Each security standard has levels and rules depending on the sensitivity of the data.
- Units were identified that have high-risk data and a schedule of risk assessments has been developed for the next two years.
- The risk assessment begins with a questionnaire, continues with follow up questions, and then a conversation to determine the scope of the areas with the highest risk.
- An exception process allows for flexibility because each unit has different needs. The exception management process can reveal patterns that signify a need for a change in the security standard.
- The term “risk” takes into account the type of data, quantity, level of impact to the University, and likelihood of an event related to the data.

Mr. Dahlin will return to the committee as the process continues.

4. ENTERPRISE SYSTEM UPGRADE PROJECT (ESUP) UPDATE

Patton Fast, enterprise architect, OIT, began the introduction for the update and explained that they are now in the testing phase of the Enterprise System Upgrade Project. He explained that the “cutover period” is a work in progress that will occur during the launch of the system. AVP van Voorhis then used a PowerPoint to introduce the following information:

- The Portal will enable a single login to access other functions such as the purchasing system.
- Notifications will alert a user to action that needs to be taken, such as approving sick time.
- MyU will be: an aggregator, the access point for the PeopleSoft systems, but it will not be a space for new software development.
- The final prototype of the MyU portal was displayed. It has features that will be tailored to each user.

- PeopleSoft will deliver functions that were previously modifications, so this will make the system more streamlined. For example, grading is now offered through PeopleSoft.
- The New self-service function can be accessed through MyU and an example of the Teaching tab was displayed. The MyU portal is mobile responsive, while delivered PeopleSoft pages are viewable but not yet mobile responsive. Members noted they have experienced difficulties with "hovering" in mobile formats.
- Preferred name will be implemented and it is delivered through PeopleSoft.
- The Degree Audit Report for graduate students will now be automated. The implementation is beginning with a CEHD pilot and then to with colleges.
- Course Guide in its current form will be discontinued and replaced with a class note with a URL that can be updated by faculty, maintained by course schedulers and accessed from Faculty Center.
- Waitlists will now have an auto-enroll process and faculty will now have access because access cannot be restricted by individual. Faculty can adjust waitlist order.
- Grading will now all be done from one place - the Faculty Center. Two grading roles of "enter" and "approve" allow for grade entry by faculty or a proxy and final approval by the individual with the 'approve" role.
- There will no longer be a preliminary class schedule, but changes can still be made.
- The entire system (all campuses) will now release schedules at the same time, so this change will affect spring scheduling.

Kelly Krattiger, manager, Human Resources Management System, introduced members and said that this is a re-implementation, not just an upgrade, of the Human Resources system and highlighted the following information:

- The payroll deadline cycle will require employees to be in the system before they can be paid. This will require this business process to be completed earlier.
- Supervisors will now review and approve time and absences electronically. Unit administrators can continue to assist faculty and staff. FMLA will not be fully implemented in the system. In the event that a manager is unavailable to approve time for an employee, there will be key contacts listed through HR.
- Kronos users will continue to be integrated into PeopleSoft, but there will not be any new Kronos users added.

Mike Volna, associate vice president, Controller's Office, explained that the upgrade to the Finance system is technical upgrade because larger changes were made in 2008. He then highlighted the following information:

- He explained the access points from MyU:
 - Purchasing process will be more visible and the purchasing authority is not changing.
 - A link to account reporting

- Travel and expense reimbursement

The presenters discussed the Reporting Center, which can be accessed in the Key Links tab in MyU:

- Searchable catalog is provided that aggregates reports from PeopleSoft and UM Reports.
- Users' favorite reports will not be transferred from the current system; they will need to be manually reset.
- Class list is the number one report run at the University.
- Academic record report will be replaced with view of Student Services Center.
- All finance reports currently available in UM Reports will be brought forward and available in the new Reporting Center.
- Most HRMS reports from UM Reports will be retained.
- Mr. Fast explained that UM Reports will eventually be transitioned fully into the Reporting Center.

Presenters explained the availability of systems during the cutover period:

- The cutover period will last for about a week. Units should be proactive and consider the timing of events to avoid this period.
- Purchasing will still be possible.
- Student services will be available to view, but transactions will not be able to be completed.

Presenters then discussed the communications and training strategies:

- Faculty go-to advance team members have been identified and are involved in the testing phase and education as well.
- Online tutorials will be available to all users.
- ESUP FCoP
- HR Stars
- RRC Managers

Ms. van Voorhis closed the presentation by restating that there is a single go-live period for all systems and all users will be impacted at once. There will post go-live defects as is common in large system deployments. She directed members to esup@umn.edu for more information.

Hearing no further business, Mr. MacDonald adjourned the meeting.

Jeannine Rich
University Senate Office