

LMIS meeting minutes September 9, 2014

Attendees: Tatiana Kaminsky, James Bernhard, Molly Brown, John Wesley, Amy Fisher, Nick Brody, Denise Despres, Cindy Riche, Jane Carlin, Travis Nation

Call to order at 2:05 by Zaixin Hong, Faculty Senate liaison to the LMIS committee.

Election of new chairperson: James Bernhard was nominated to serve as chair. M/S/P.

Tatiana Kaminsky volunteered to serve as secretary for the year.

Minutes of April 17, 2014. Carlin requested a small change to wording. Call to approve minutes. M/S/P

Meeting time. Discussed and agreed upon. LMIS will meet 3:00 to 4:00 every other Tuesday to accommodate teaching schedules and departmental meeting times. Meeting will be cancelled if there is no business for the committee to discuss.

Technology Services update on Maximize/People Soft improvements. Travis Nation updated the committee about status. Information also available on Project Management Office website (<http://www.pugetsound.edu/about/offices-services/technology-services/about-ts/project-management-office/sprint-schedule/>). Sprint schedule (6 week blocks of work) started yesterday to work on several areas within PeopleSoft, including:

1. My Advisee Hub Enhancements II - to allow easier release of advising hold.
2. Student change major
3. Pre-Advising Questionnaire – this is in the analysis stage
4. Department Chairs View Majors/Minors – to allow department chairs and administrative assistants to view information about students with majors/minors in their departments – needed a big change in security.
5. High School Overall GPA
6. NCOA Processing – to move from Cascade to PeopleSoft.
7. Interface to Basis, Odyssey, and Sequoia
8. Replace Cascade-Everbridge Interface
9. Student Alert Tool to allow alerts to be generated through PeopleSoft instead of Cascade – in testing now and should be active next semester.
10. Procurement Tools – allow viewing of invoices to vendors in a more elegant fashion.
11. HR 9.2 Upgrade
12. Person Information V1.1
13. FERPA Configuration
14. Set Up Affiliations
15. View of Last Term Enrolled
16. Waitlist Swap Function Improvement – provides a way for students to request a swap on a waitlisted class without losing their place in the waitlist
17. Transcript Fixes
18. Add Major GPA to Student Program Plan
19. Electronic Archiving of Academic Records – in the analysis stage

20. Instructor/Advisor Notification when Students Add/Drop
21. Housing Module Implementation
22. TouchNet Integration for Parent PLUS Loans
23. Set Up Receivables Collection
24. Design Interface from PeopleSoft to Millenium.

There is also work happening on the “my Puget Sound” portal which will include shortcuts to a number of items, including searching course catalog, grades, making tuition payments, etc. There will be student and faculty versions. Some pages for staff will be created as needed. This is currently undergoing testing. Technology services expects it to be live for students at the end of the month and for faculty before advising (anticipate in October).

The team working on “my Puget Sound” would like feedback so that changes can be made to improve usability (more specific is better). Bernhard asked whether or not input had been requested from peer advisors and suggested that they would be another source of feedback. Carlin asked about Communications’ involvement with the portal development as well and discussion ensued about how “my Puget Sound” could be used to share announcements and information of interest to the campus community.

Library updates on Shared Integrated Library System (SILS). Reported upon by Carlin. Implementation completed in July to move away from previous integrated system to a new system. Two new systems: Primo – front end and Alma – back end. Worked with Orbis/Cascade alliance to create a consortium purchase so the University of Puget Sound is now acting together with other colleges and university. This allows all to act as a single library system, decreases infrastructure (don’t need to have own servers and maintenance), saves money, and improves efficiency. Details about this process can be found in the migration report.

Carlin passed out a Circulation Policy for Faculty that was generated in response to a discussion that arose on the faculty listserv regarding policies about faculty borrowing of library materials. A change was made that requests that faculty return books after one year rather than after 18 months to better enable all members of the campus community to access library resources. The library would also would like to ensure that the lending policies are fair and equitable to all members of the campus community. Despres asked whether or not the circulation policy could be made available to all faculty members. Carlin said that she would like the document to be reviewed by the LMIS committee further before it is made widely available. Further discussion about the policies as they relate to faculty and how our policies compare to other institutions. Another point that was raised is that it is important to protect our resources since we are now part of a larger consortium and other institutions need to access our resources, as we do with theirs. Carlin suggested that the policy be tried and revisited. Fisher also brought up a concern that the message that new faculty members receive about the library recommendations they make may not be consistent. Some new faculty may be hearing that they are purchasing materials to support their own scholarship rather than materials that support student learning in general. Communication about purchasing and where the money comes from may also benefit the discussion. Clarification needed as well about the role that chairs should play in orienting new faculty about purchasing materials for the library and the circulation policy.

ACTION FOR NEXT MEETING: Carlin requests that LMIS review the circulation policy. She will post it on SoundNet and members will review before our next meeting.

Other Business. AHSS symposium will start at 3:30 today in the library. All are invited to attend!

Meeting adjourned at 2:58 pm.