LMIS meeting minutes
October 7, 2014

Attendees: James Bernhard (chair), Tatiana Kaminsky (secretary), Molly Brown, John Wesley, Cindy Riche, Jane Carlin, Martin Jackson, William Morse, MK Smith, Vikram Nilakantan

Call to order 3:02 by Bernhard.

No official charges from the Faculty Senate yet.

Minutes from 09/23/14. Approved with one small change.

Report from MK Smith on the TS team: Updates on myPugetSound portal, including plans for rolling out the faculty version later in October. Smith and Nilakantan presented to LMIS. Background: PeopleSoft pillars were rolled out and the interaction with the system is not totally smooth; Cascade still being used for some access and pillars require separate logging in and out. Plan has been to create a more user-friendly portal/entryway into PeopleSoft. It is now close to being available to the campus community. Student access will be first with faculty closely behind. Admissions is using PeopleSoft now, effective this fall, and will have some needs as well. Portal is in development now and Technology Services has worked closely with Communications for the layout. That process has resulted in some issues being raised (e.g. some security concerns). There will still be some people who will need to access the pillars or Cascade without going through the portal, but most users will interact with this interface. LMIS committee was shown the student portal page that is under development. There will be an area for news and some links (such as to the course catalog) that will be accessible for guests to access some information without needing to log in. When students log in, there will be a home page with an area for upcoming events, holds, class schedule, and student announcements. Some discussion about how the items in "student announcements" will be decided. There will be other links that are available on the student's home page, including a timesheet for students with work/study positions, registration, student finances, and resources (such as Career and Employment Services, Collins Library, etc.). This will enable students to complete multiple tasks without needing to log in to another pillar, as is currently the case.

LMIS was then shown the faculty portal that is under development. Portals at other universities were explored to see what options exist. The Puget Sound faculty home page has been designed to be streamlined. It is not as fully developed as the student portal at this time. It is designed to have a "hub" that can be used to access multiple services, including advising, class rosters, class search, grade rosters, and schedule. Clicking on those links will take the user into PeopleSoft. More faculty input is needed about the usability of the portal and what other features should be included. There have been a few faculty members involved in the process, but more input needed. Some discussion about the best ways to gather information and feedback. Possibilities include sharing details with department chairs and ask them to ask their departmental members. There will also be different aspects of PeopleSoft that will need to be accessed depending upon the faculty member's role (e.g. departmental chair will need to access some features that other faculty members don't need). Discussion about having a gradual launch, with different features brought online as they are developed. The first priority would relate to advising. Discussion about what features would be helpful to have on the portal, at first related to advising. Some ideas included things that may come up in the advising meetings, such as

campus resources (e.g. CWLT, CHWS, and Library services) and the student alert system. Recommendation to have "faculty announcement" that will notify faculty members that the launch of the portal will be gradual and a strategy for asking for feedback on the usability of the portal (at first directly related to the utility with advising).

Other business. Riche and Morse mentioned that a faculty member approached her that one of her accounts that she has forward to her Puget Sound account was filtered out after the last proliferation of phishing emails. Discussion about the filters that were set up and question about whether or not a message should be sent to the campus community letting people know that accounts may be filtered out or if Technology Services should deal with situations one on one as they arise. Discussion about when campus wide email should be sent or not (beyond the scope of this instance) to be conscientious about when communication is sent to avoid overburdening campus members. Decision made to send an email to the campus community in this case.

Adjourned at 4:00 pm.