EIS Core Committee Minutes
February 11, 2013

Attendees: Chien Shih, Paul Starer, Tom Roza, Robin Lyssenko, Laureen Balducci, Suzanne Pfeiffer, Kathleen Moberg and Kari Elliott (note taker).

New Projects:
1. Strong Password Requirement.
   - Email announcement to go out this week.
   - Video available on District YouTube channel; will also be on MyPortal.
   - Faculty, Students and Staff will be prompted to change password to a strong password February 20, 2013.
2. Pay to Stay.
   - Implement Fall quarter or early next year.
   - Phase I.
     o Implement installment plan.
   - Phase II.
     o Implement pay to stay – Winter quarter 2014.
   - Touchnet demo well received.
   - Will need consensus from both colleges on which vendor to use; kickoff meeting after vendor is chosen.
3. ID Card Replacement.
   - Teams created; kickoff meeting scheduled for end of February 2013.
   - Phase I.
     o Printing conversion; separate from ID card.
     o Requires upgrade to Go Print.
       ▪ 12 departments, 600 terminals at both colleges.

Critical Success Factors for ID Card Replacement Project – completed by end of year:
1. Quick and easy way to replace lost cards.
2. Quick production run for new cards.
3. Successful balance forward of old cards.
4. Equipment and facility ready on time for new card production.
5. On time delivery of key objectives.

Pending Projects:
1. Luminis and Course Studio/Group Studio.
   - Policy needed to support both services.
   - Course Studio is tied to Banner schedule.
     o Faculty do not know how to use or know about.
   - ETS recommends not implementing Luminis 5.
2. Open CCCApply Conversion.
   - XAP CCCApply will compete with State Chancellor's office.
   - Recommend starting implementation process in 2014.
3. eTranscript & Workload Improvement Issues.
   - Affects both colleges.
   - Need process that can scan and put into Banner.
   - Colleges hardly received electronic transcripts.
   - Research Credentials, Inc.

4. Request from Advancement to review data standards.
    - 250,000 alumni records already in Banner but not in Advancement yet.
    - Identify HR records first.
    - HR/Student do not change addresses; addresses are changed by users in SSB.
    - Advancement will begin rolling over on a quarterly basis.