

Facilities, Support Services and Technology Committee

January 18, 2017 – 10:00AM – Room 1270 FAB

Minutes

Present: S. Calkins, J. Fitzgibbon, M. Fracassa, P. Hook, T. Leff, L. Pile, K. Conely, A. Rothe, M. Samson, H. Wyatt Jr.

Absent with notice: S.A. Ozgun-Koca, T.R. Reddy, D. Hubbard

Absent: S. Putatunda, J. Withey, R. Laith

- I. Issues related to handicap accessibility on campus – Jane Fitzgibbon, Comm, FPCA, member FSST
 - a. Parking structure 2 has a number of problems related to access including but not limited to: fairly tight access at the SW entrance/exit; problems with road surface that include a metal brace connecting two uneven cement blocks making use by a wheelchair especially challenging; during snowfall, the area is typically not shovelled to allow access.
 - b. The handicap access doors to Manoogian have sporadic functionality. Additionally, they are subject to closure during any type of winds.
 - c. Lot 41 has obstructing bollards. What will happen to access to parking structure 2 when the new student housing is built in Lot 41? Handicap accessibility through the space should be considered during the planning stages.
 - d. In response to a question about the existence of a hotline for accessibility issues,
 - i. WSU has a website: <http://wayne.edu/accessibility/>.
 - ii. Phone number: ADA coordinator at 313-577-9973 during normal business hours and after hours for non-emergency issues. Emergencies should be directed to the Wayne State University Police Department at 313-577-2222.
 - e. A suggestion was made to invite administrators that are currently working on such issues to come to an upcoming FSST committee meeting. The following were suggested:
 - i. Nikki Wright, Dir, Equal Employment Opportunity, Office of General Counsel and ADA coordinator
 - ii. Randie Kruman, Director, Student Disability Services.
- II. REPORT FROM THE CHAIR
 - a. Childcare facility implementation update
 - i. Anne Rothe will serve on the committee as a replacement for Joe Artiss
 - ii. Ken Doherty and staff are preparing a RFP based on the meeting in Fall of 2016 with three potential vendors.
 - iii. The next meeting of the committee is scheduled for February.
 - b. TravelWayne issues update

- i. Asli Ozgun-Koca will serve on the committee as a replacement for Joe Artiss.
 - ii. Ken Doherty and staff have a meeting scheduled for Jan 20th with a vendor that is an alternative to Concur.
 - iii. The next meeting of the committee is scheduled for January 24th.
 - iv. Ken Doherty has agreed to speak to the FSST committee at the February meeting.
 - c. C&IT update
 - i. Information Systems Management Committee (ISMC)
 - 1. Jane Fitzgibbon will serve on the committee as a replacement for Joe Artiss.
 - ii. Although absent due to a scheduling conflict, Daren Hubbard provided a file with the status of ongoing projects. The full list is included as an attachment to the minutes. The projects, as well as a few concerns raised by committee members during the discussion, are listed below.
 - 1. Implementation of Course Management Application
 - 2. Student Course Participation Verification Process
 - a. Members noted that the rationale for the process was very poorly communicated for Fall 2017. And it is still not apparent to all that the process is important for student aid distribution.
 - b. Some students appeared to receive verification by someone other than the instructor of record.
 - c. It was unclear why Graduate Student courses were included in the process if the key rationale is related to financial aid.
 - 3. EAB (Education Advisory Board) Implementation
 - 4. Learning management system (LMS) Review Project/RFP
 - a. Whichever system is adopted, the ability to copy and/or transfer an existing course is critical.
 - b. It is necessary for student material to remain accessible for a number of years. This is especially important for students that need to submit complete e-portfolios of past work that is stored on a Blackboard course site.
 - c. The LMS should be compatible with the plagiarism detection tool SafeAssign.
 - 5. Banner Effectiveness Assessment
 - 6. New Campus VoIP Telephone Services

III. OLD BUSINESS

- a. The March meeting of the FSST committee was originally scheduled for the week of Spring Break. Based on member availability, the committee will meet on either March 8 or March 22.
- b. A new traffic study should be conducted when the new student housing along Anthony Wayne Drive is complete. Design of new cross walks or coordination of traffic lights may be necessary to ensure flow of pedestrians and cars.

IV. NEW BUSINESS

- a. Lori Pile asked committee members to consider how the proposed General Education reforms could have impact on items related to work of the committee that includes facilities, scheduling, room availability and other support services.

V. ADJOURNMENT

Computing and Information Technology update for FSST

January 2017

Daren Hubbard, AVP for computing and information technology and CIO

I apologize that I was unable to attend the meeting in person. Please accept this brief status update of several of our major projects in my absence. This update is not meant to be exhaustive review, but instead an example of what is typically covered at the ISMC meeting.

Current Notable Major Projects:

Implementation of Course Management Application Status: Green

C&IT has partnered with the registrar's office to implement new applications that will manage the production of the Graduate and Undergraduate Bulletins as well as modernize the course approval process. Phase 1 of data collection was completed in Dec 2016 and validation is currently occurring with Course Leaf. The next milestone is scheduled for February 2017 with a sample Undergraduate Bulletin.

Student Course Participation Verification Process Status: Green

The student verification process began in Fall 2016 and continued this term. The process was developed by C&IT and coordinated with the registrar's office and the office of financial aid. Fine tuning took place between semesters and will continue as needed in an effort to achieve 100% participation.

EAB (Education Advisory Board) Implementation Status: Green

The student success collaborative is an application that is designed to support student success through enhanced student advising and data analytics. This application will begin to replace portions of the STARS application over time. Training on the platform has started for selected staff and advisors and will be ramping up as we proceed to the scheduled launch on March 22.

LMS Review Project/RFP

Status: Green

We have assembled a campus wide team to review and assemble the needs and requirements of a learning management system (LMS) for Wayne State. We have now transitioned the team to become the review team of the RFP to select the next LMS for our campus. The pre-bid meeting occurred earlier this year. There will be presentations for the campus community during the process and opportunities for community comment. We will communicate the presentation dates and times as they are determined.

Banner Effectiveness Assessment

Status: Green

This project focuses on the effective use of our primary administrative application: Banner. The project will identify where we have opportunity to improve training and business process in advance of implementing the next version of the application- Banner XE. We are focusing our efforts on four areas: Student, Financial Aid, Finance and Human Resources. We have partnered with a consulting firm to assist us in gathering data from key stakeholders. That process has begun with a survey of the Finance users followed by a three day workshop to discuss opportunities and identify key business processes that can be updated or re-engineered. The process will be repeated in each of the four areas. The finance workshops will be held in January with the other modules will held in February and March. We plan to receive a report from our consultant in April outlining our top four process revamp opportunities and recommendations for new processes to advance toward implementing Banner XE.

New Campus VoIP Telephone Services

Status: Green

We just completed phase 3 of this 2.5 year initiative migrating 75% of our legacy centrex telephone lines to the next generation voice over internet protocol (VoIP). To date we have migrated 5000 lines in over 80 buildings. Phase 4 takes place in March with a phase 4.5 taking place this summer- migrating the phone lines in the remaining 30 buildings. Once complete, the University will realize approximately 15-25% annual cost savings. While the visible portion of the project has been a new phone on desktops, we have also done significant work in updating key infrastructure like wiring and network switches that power both voice and data communications on campus. We look to complete our work by the end of this calendar year.