

DRAFT

**PROVOST EMPLOYEE COMMUNICATION COUNCIL (PECC)
April 8, 2008 Meeting Minutes**

Those in attendance: Dawn Brennan, Susan Chisholm, Shawna Edinger, Peggy Ehrenberg, Carol Garges, Iva Gillet, Katherine Harlow, Brad Holland, Susan Pott, Beth Reinhard, Ex-Officio, John Teahan, Ex-Officio, Jean Varner, Cindy Vaught, and Anne Zook.

OPEN SESSION

Ms. Susan Barr, Director of the Student Systems Project, and Ms. Carole Horwitz were our guests. Ms. Barr gave us an overview of the Student System Project.

Background

The third phase of the Integrated System Project, SSP will replace ISIS, which can no longer accommodate the University's informational, reporting and technical needs. Ms. Barr went on to explain that ISIS is outdated technology and more flexibility is needed.

Replacing ISIS will provide the opportunity to review, adapt and enhance institutional policies and processes and to create an infrastructure designed to meet future, as well as current, needs.

Where We Are Now

There are several governance groups, including Deans' designees that help identify and define system requirements and configurations, as well as resolve issues. The business processes may change, but the new system will allow schools to work to differentiate themselves. This will be a web-based program.

The guiding principles for this restructuring is to provide the current functionality, minimize customizations, and increase self service functionality.

Time Frame

This new system will roll out over an 18 month time period so that everyone is using the system for the Fall 2009 term.

- March 2008: Prospective students information
- July 2008: Undergraduate admission
- December 2008: Financial Aid
- March 2009: Advising and enrollment functionality
- August 2009: Grading pilot
- December 2009: Graduation processing

What this means to Schools

The course catalog and schedule of classes will be functional in the system by August 2008. Advising for Fall 2009 will be in the new system allowing students to pre-enroll by late February/March 2009. As of August 2009 and from that point forward, all processes are in the new system, including grading (if not grading in UVaCollab), and by December 2009/January 2010, fall term graduation processes will be in the new system. Still to be determined is graduate admission use of the system, but the use of current interfaces will be used until a decision is made.

Training Dates

While who will be trained in the new system is to be determined at this time, there are training schedules being implemented for academic processes as follows:

- Staff
 - Navigation training in December 2008
 - Pre-enrollment training January through March 2009
 - Grading/graduation training late summer through fall 2009

- Faculty
 - Guided by Faculty Advisors to the Student System (FASS)
 - Demos
 - Special sessions

- Students
 - Self service/online help/intuitive

Support

People in respective schools who have been involved in testing and training will be a first line of support, as well as phone support will be established, and “SWAT” teams will be available.

There is a Student System Project (SSP) website to refer to in order to stay abreast of project activity and progress being made: <http://www.virginia.edu/integratedsystem/studentSysProj/index.html>. There is a SSP mailing list for those who wish to receive periodic updates and to subscribe to the listserv email stusys@virginia.edu. (Provost ECC members have been added to the mailing list.)

CLOSED SESSION

Flex Time

The topic of the University’s flex time policies were discussed. There seems to be a need to have a policy that can be met across the board for all schools and perhaps something we can address with Mr. Sandridge at next month’s meeting when he is our guest speaker.

Personal Mail

There was discussion in regards to the fact that some schools have a problem with faculty and staff receiving personal mail at work, and it has become a problem to some staff delivering the extra mail.

New Council Alternate

Stormy Stark will be an ITC alternate council member.

Farewell to Katherine Harlow

It was noted that Vice Chair, Katherine Harlow, has accepted a new position outside the University and will be leaving council this month.

Upcoming Elections

Due to the vacancy with Katherine Harlow leaving, upcoming elections for council was briefly discussed. It was decided that our June council meeting will be a planning meeting for the July orientation meeting for council as well as planning for next year.

The next PECC meeting will be May 13, with Mr. Leonard Sandridge, Executive Vice President and Chief Operating Officer, as our guest speaker. The meeting location will be in Zehmer Hall in conference room B.

It was discussed and decided that our format will be different for this meeting with Mr. Sandridge. We will send Mr. Sandridge questions well in advance and he will answer them in written form prior to the meeting. We will allow time in the meeting to follow up with his responses to our questions and, hopefully, allow time for open dialogue with Mr. Sandridge.