

**ITS PROJECT PRIORITIZATION RESULTS – SPRING 2012**

1. **Energy Management Control Systems Network Modernization**

Move the Energy Management Control Systems (EMS) network to a new VLAN with secure VPNs on the existing HSU network, and to utility-associated third party vendors such as Enter NOC and Johnson Controls. This will enable HSU to take advantage of better energy management tools and available energy discounts, as well as collect accurate energy usage data for HEIF decision-making. Significant efficiencies in network management will also be achieved by utilizing the data network managed by ITS rather than continuing to operate a separate Plant Operations data network. <http://www.humboldt.edu/its/projects/energy-management-control-systems-network-modernization>

**Schedule:** September 1 – October 31, 2012

1. **Common Human Resource System (CHRS)**

Mandated by the Chancellor's Office, this project will move HSU's human resources to the CSU-wide Common Human Resources System (CHRS). Implementation will decrease the time and cost of individual campus customizations and increase efficiencies by automating interfaces from the common system to the State Controller’s Office and Chancellor’s Office. <http://www.humboldt.edu/its/projects/common-human-resources-system>

**Schedule:** May 2012 thru 2014; the Chancellor’s Office is responsible for identifying the specific schedule for this project. At this time, we are aware that the design phase is underway and will run through November 2012; a detailed project schedule and campus resource requirements are still unclear.

1. **DARS Project Set (3 projects)**
   * **DARS Upgrade - Uachieve**

Upgrading current COBOL-based DARWin 3.5.4 to Java-based DARWin 4.0 will enable us to continue to provide DARS degree requirements advice for students and advisers and analyze student success patterns now that DARWin 3.5.x is no longer being upgraded. The upgrade would also enable the implementation of the web-based Interactive Audit module, which would enhance communication about graduation requirements. <http://www.humboldt.edu/its/projects/dars-upgrade>

**Schedule:** June 1 – August 31, 2012

* + **DARS Refining Prerequisite Checking**

By adjusting the DARS interface to incorporate alternate IDs from PeopleSoft as part of the prerequisite checking, and modifying PeopleSoft to consider specified grades as successful completion of prerequisites, we can remove artificial barriers to registration. This adjustment would also save 100 hours of work during each registration cycle in correcting inappropriate transfer prerequisite errors and manual manipulation of course articulations and enrollment. <http://www.humboldt.edu/its/projects/dars-refining-prerequisite-checking>

**Schedule:** September 1 – October 31, 2012 (estimated)

* + **DARS Interactive Audit**

Implementing the web-based Interactive Audit module following the new DARWin 4.0 upgrade will provide clarity to a student's standing in completing a degree at HSU. The module will provide both student and adviser with a graphical guide to the student's progress toward degree completion, including the ability to drill down to see missing/incomplete/complete subject requirements and run 'what-if' scenarios for possible changes in major. <http://www.humboldt.edu/its/projects/dars-interactive-audit>

**Schedule:** November 1, 2012 – January 15, 2013 (estimated)

1. **Grade Processing Enhancements**

Modify some steps within grade processing to comply with new academic policy regarding RP grades for undergraduate students and executive order 1037 which dictates that failure due to academic dishonesty is not forgivable, neither of which is currently supported by Campus Solutions. The resulting manual adjustments take time and introduce inefficiencies as well as a higher incidence of errors. <http://www.humboldt.edu/its/projects/grade-processing-enhancements>

**Schedule:** June 1 – August 17, 2012 (estimated)

1. **Interdisciplinary Lab Computer Replacements**

Replace the computers in the four oldest interdisciplinary computing labs and in the two highest-use library drop-in labs with computers that meet current campus computer recommendations to create a more responsive and reliable learning environment for instructional and drop-in use. More up-to-date computers will enable students and faculty to work more efficiently, increase student enrollment and retention, and reduce repair/maintenance costs. <http://www.humboldt.edu/its/projects/interdisciplinary-computer-lab-computer-replacement>

**Schedule:** May 1 – August 1, 2012

1. **Campus Portal – Evolution 2**

Expanding on the work taking place this term to deploy a campus Portal, by implementing the second evolution of the portal HSU students will gain access to even more customized services through a single web page. This project is intended to increase student success rates through improved campus communications and the delivery of targeted services that will enable students to better focus on learning. <http://www.humboldt.edu/its/projects/campus-portal-evolution-2>

**Schedule:** August 1, 2012 – January 18, 2013

1. **Moodle Upgrade**

Upgrading Moodle to the latest version will improve asynchronous communication between faculty, staff, and students and better support the learning process; faculty efficiency will also be increased through better tools. HSU will be better positioned to collaborate with other CSU Moodle campuses, as the current version is now out of alignment with other CSU installations and has reached the end of its supported life. <http://www.humboldt.edu/its/projects/moodle-version-upgrade>

**Schedule:** June 1, 2012 – January 7, 2013

1. **Integrated Curriculum Committee (ICC) Proposal Tracking (NOLIJ)**

Streamlining the multiple processes involved in logging, tracking, routing, revising, communicating, and implementing the 500 curriculum proposals received by the Integrated Curriculum Committee (ICC) each year will enable academic departments to plan course offerings in a more timely fashion. The current manual system is inefficient and leads to delays in improving curricula that can affect HSU's ability to recruit, educate, and retain students as well as to attract potential donors. <http://www.humboldt.edu/its/projects/icc-curriculum-proposal-tracking>

**Schedule:** Start July 1, 2012. This project has already completed their as-is process map and a draft of the to-be process map based on guidelines from the University Senate.

1. **Cloud Computing Pilot Project**

Participate in the multi-campus CSU Cyberinfrastructure Data Center Initiative pilot project to explore the potential benefits of moving campus-based server resources to the cloud, and to do so at less cost than if we undertook this effort as a single-campus exercise. Over the longer term, shifting data center operations to the cloud will enable the campus to more quickly and efficiently take advantage of new technologies for the benefit of the entire campus. <http://www.humboldt.edu/its/projects/cloud-computing-pilot-project>

**Schedule:** June 1 - December 31, 2012

1. **Admissions Project Set (3 new projects + 1 currently active project)**
   * **International Admissions Workflow**

HSU's international programs admissions are expected to double over the next few years, in line with HSU's vision of increasing diversity. Because Admissions and International offices are in different physical locations, the current manual, hard-copy system is inefficient, leading to delays in processing documents and preparing students for classes. Streamlining the workflow processes for both recruitment and admissions of international students by leveraging the strengths of the Nolij system will enable us to retain current high levels of service and efficiency without increasing staffing. <http://www.humboldt.edu/its/projects/international-admissions-workflow>

* + **Graduate Admissions Workflow**

The current graduate admissions process involves multiple departments, all with different deadlines, procedures, and requirements, the end result of which is that significantly fewer students enroll in classes than are admitted (67% in Fall 2011). By streamlining the graduate admissions process and adding support for online submission of letters of recommendation, we will be able to make decisions more quickly and serve more students, as well as move towards a paperless environment. <http://www.humboldt.edu/its/projects/graduate-admissions-workflow>

* + **EOP Admissions Document Tracking**

Implement a document tracking and workflow system to automate data entry and application tracking for the 5500+ EOP (Educational Opportunity Program) applications, communications and documents currently entered manually, and integrate the process across other University offices, as appropriate, through the adoption of an electronic filing cabinet approach. <http://www.humboldt.edu/its/projects/eop-admissions-application-document-tracking>

**Schedule:** Start May 15, 2012. In the interest of better serving students through improved cohesiveness among various admissions processes, Scott Hagg has agreed to integrate the existing Admissions Workflow Automation project (which was approved and initiated as part of the first round of prioritization) with these three new Admissions projects. This will result in a small delay of the existing project, but also result in a better overall outcome. It is anticipated that agreement to common improved processes could take the summer to work through, which is a pre-requisite to beginning development. We may leverage Nolij consultants to assist with this project.

1. **Data Warehouse Report Enhancements – Phase 2**

Expand the amount and type of student data available in the integrated data warehouse, begin to migrate finance and HR data loading processes to the same tool being used for student data, and identify additional key campus data sources to include in the warehouse. By consolidating as much data as possible in the warehouse and by training OBI users across campus, we will achieve significant efficiencies in report building and general information availability as well as more timely and sophisticated data analysis. <http://www.humboldt.edu/its/projects/data-warehouse-report-enhancements-phase-2>

**Schedule:** July 1, 2012 – June 30, 2013

1. **HR Project Set (3 projects)** 
   * **HR Recruitment Forms Workflow Automation**

Convert four of the five recruitment forms to Nolij workflow automation, and implement digital signatures to expedite the recruitment process. Electronic forms routing will significantly increase efficiency and reduce the risk of losing qualified applicants due to delays in forms authorizations caused by required signatories not being physically available to sign hard-copy documents. <http://www.humboldt.edu/its/projects/hr-recruitment-forms-conversion-nolij-0>

* + **Appointment Document (form 104) Workflow**

Implement automated appointment document workflow with electronic signature support to improve efficiency and communication in the appointment process. Faster turnaround time on approval of appointment documents - approximately 600 per year - translates into more timely payroll transactions and greater employee satisfaction, all of which improves significantly over the current manual/hard copy system. <http://www.humboldt.edu/its/projects/hr-appointment-document-workflow-automation>

* + **Fee Waiver Workflow Automation**

The current manual process for processing fee waivers makes it difficult for both staff and applicants to track the status of their waiver requests, leading to additional administrative work locating and reporting back on request status and potential financial hardship and/or missed courses for the applicant. By implementing electronic document processing, ideally through Nolij, staff time and resources would be freed up to work on other projects, and fee waiver requesters would receive more efficient, timely, and responsive service. <http://www.humboldt.edu/its/projects/fee-waiver-workflow>

**Schedule:** Start July 15, 2012. We may leverage Nolij consultants to assist with these projects.

1. **Financial Aid Office Comprehensive Workflow Automation**

Automate the workflow of all Financial Aid documents using the existing Nolij installation to improve response times to students and increase efficiency and accuracy. This will in turn promote student admissions, retention, and success by delivering critical information in a timely fashion. <http://www.humboldt.edu/its/projects/financial-aid-office-workflow>

**Schedule:** Start November 1, 2012.

1. **Financial Services Project Set (2 projects)**
   * **Automated Travel Authorization Process**

By using Nolij to route and store travel authorization documents and record electronic signatures, we can track the status of any authorization application and determine quickly and easily whether all paperwork, including liability waivers, defensive driving certifications, and volunteer forms have been completed. The current manual system is slow and inefficient, delaying decision-making and increasing the potential for cost increases. <http://www.humboldt.edu/its/projects/automated-travel-authorization-process>

* + **Accounts Payable Automation**

Establishing a formal automated workflow and storage system for invoice and expense payments will enable payments to be scheduled more efficiently, payments to be made in a more timely fashion, and storage used more effectively. Using the accounts payable interface in Nolij with PeopleSoft will render data processing more efficient than the current manual processing of paper invoices. <http://www.humboldt.edu/its/projects/accounts-payable-automation-0>

**Schedule:** Start July 15, 2012 *if Nolij consultants can assist with these projects*. Otherwise, resource constraints will push these project start dates into January 2013.