

College of Education and Allied Professions Leadership Council

The CEAP Leadership Council met on Monday, October 25, 2021 at 9:00AM, UC Cardinal Room

Members present: K. Tracy, K. Winter, L. Hardie, P. Bricker, J. Stewart, L. Roberts, A. Perry, L. Nickles, E. Myers, A. Chapman, C. Rogers, A. Malesky

Absent: n/a

Guests: Heidi Von Dohlen, North Carolina School Executive Leadership Program (NCSELP).
Overview of program and Principal Fellows, [see attach the PowerPoint](#).

Announcements: Lee Nickles: IT Inventory is Happening now. Deadline to them is November 1st
Reply to Misty Colton ASAP for the inventory requests.

Patricia Bricker: Look outside at the trees!!! We live in such a beautiful place.

Minutes: Motion by Lee Nickles and second by Patricia Bricker to approve the minutes dated 10/4/21, passed unanimously.

Dean's Report:

University Communications by Student Groups/Classification: University is investigating which particular groups of students are receiving certain communications/information, and the type of communication; distance students, Biltmore Park based, etc.

COVID Concerns & Protocols: No new updates, Dean Winter opens the floor for discussion.

IT Academic Affairs: Project Prioritization: CEAP projects down on the list. **See attached list.**

Corporation for Entrepreneurship & Innovation (WCU LLC): Ed Wright part of Western Carolina, LLC. They provide opportunities for partnerships/collaboration to generate revenue for programs/departments. Reach out to Dean Winter to learn more. [See link for more information.](#)

Flight Reimbursement: Email from Provost Office (basic economy preferred)

Search Committee Updates

Unit	Open Positions	Status
HS	#150711, BK Faculty	Posted 10/1/21
PSY	#2061, Fixed Term Faculty	Approval to search - Posting Pending
PSY	#210848, Tenure Track Faculty	Posted 9/30/21
PSY	#1510, Tenure Track Faculty	Posted 9/30/21
Dean's Office	#2216, Executive Assistant	Posted 9/17/21 - Interviewing
OFE/STL	#131846, Instructor	Posted 9/3/21

Continuous Improvement

Patricia/Lee

- edTPA results from Spring 2021. See handout attached. Discussion ensued in how COVID restrictions have effect students' performance and how CEAP can support them...
- Lee asked the LC to consider if there is any data the group would like presented regularly in addition to teacher education assessments, enrollment numbers, and financial data. Kim noted the academic affairs dashboard has extensive useful data.

Curriculum

Patricia

Nothing new to report at this time.

Business Items

Fiscal Affairs

Lynley/Kim

Non-Recurring Budget Requests due to Dean's Office on Friday, November 12th

List of requests will be made available for LC member review by Monday, November 15th

Requests will be ranked during LC on Monday, November 22nd

Faculty Senate Update

Carrie

- Two Passed Resolutions:
 - Resolution Supporting a COVID-19 Vaccine Mandate
 - APRC Resolution to Establish a Residency Requirement for Minor Programs
- Two Resolutions on the docket for the overflow:
 - APRC Resolution to Limit the Number of Minors to Two per Major Program
 - Recognition of Coulter Faculty Commons – Faculty Senate Collaboration

Staff Senate Update

Lynley

- Ornament Sales are almost complete. Yay!
- Visit the [Staff Senate site](#) (scroll all the way to the bottom) for links to the monthly full Staff Senate meetings. These meetings are a great opportunity to get updates from university administrators (Chancellor, Chief of Staff, HR, and other guests) and to learn about initiatives and efforts carried out by Staff Senate to make WCU an even better place to work.

Psychology Update

Alvin

- APA PsyD Site visit in Sprig 2022. Virtual review, selecting reviewers now.
- Annie Wilson and Alicia Grande are enhancing the department's advising work. Annie leading the way in this training for faculty on advising for students.
- TPR and Budget meetings this week.
- Kia Asberg will be new Department Head starting January 2022.

Human Services Update

Lisen

- TPR meeting this week.
- Continued COVID concerns and change in work environment. Working on reconnecting.
- Social Justice Minor is coming together and will have an exciting impact on the department.

STL Update

Kelly

- COVID exhaustion is heavy and working reconnections with students and faculty.
- TRP and budget meetings this week.
- NTPP – eligible faculty interest and moving forward.

Suite 201 Updates

Teacher Education

Patricia

- Awarded SUTEP grants. Awarded close to \$20K with additional support and collaboration with Distinguished Professors.
- Beginning Teachers – Aimee Dean Classroom Management professional development on Nov. 4th and 5th. Faculty can attend if interested.
- Professional Education Council – Discussion continuing on how to best utilize this group and what the next steps should be. One topic that has arisen is how to address DEI work in teacher and professional education and the existing disconnect in schools. LC, if anyone wishes to discuss further/help/participate in this process let Patricia know. (How can we advance in DEI, and beyond with this group.)

Advising, Licensure, & Student Support Services

Jenny

- Recruitment and advising. Welcoming new grad students, conducting 5th week grade appointments, and registration appointments. Group advising also started this week.
- On the recruitment front, we have made visits to Erwin High School and Tuscola High School for college access events. Upcoming events include, Purple and Gold Day, Open Houses, Recalibrate your compass, and Honors Day.
- Kim added a thank to everyone for submitting department/program recruitment plans/processes.

Office of Field Experiences

Amanda

Placement Support. Searching vacant position. Early release paperwork anticipated; discussion ensued.

Technology/Assessment

Lee

- University level review of CIR's - \$500 stipend per reviewer for 15-20 CIR's. If DH's have concerns about this process email to Amy Strickland.
- Misty's going to be the TK20 admin soon, email watermark.wcu.edu email address for any needs regarding TK20. This email is monitored by Lee and Misty.

Information only- review and disseminate as needed:

WCU Design and Construction Update. **See attachment.** Kim will keep LC informed when any additional news becomes available.

Important Dates

Leadership Council Meetings, Monday's

November 8	March 21
November 22	April 4
December 13	April 25
January 10	May 9
January 24	May 30
February 14	June 13
February 28	

Other Important Dates

Non-Recurring Budget Requests due to Dean's Office (Lynley), 11/12/21

Non-Recurring Budget Discussion at LC, 11/22/21

Holiday Luncheon 12/10/21

*Assessment Day, 1/28/22 (~some staff are required to participate)

Recurring Budget Requests due to Dean's Office (Lynley), 2/4/22

Recurring Budget Discussion at LC, 2/14/22

Partnership Forum, 3/28/22

^+CEAP State of the College, 4/22/22

^+Honors and Awards, 4/25/22

*Events that are non-negotiable, required events for faculty (barring an emergency, of course)

~ Events non-negotiable, required events for staff (barring an emergency, of course)

^ Event that all faculty *should* attend

+ Event that all staff *should* attend

Active Information Technology Projects

Campus Division	Name	End Date
Academic Affairs	Apodaca (STEM) Building	11/30/2021
	Episcopal House Simulation Lab	8/31/2022
	Graduate School CRM Replacement	10/31/2021
	Honors College Update for "Stop-Out" Status	10/29/2021
	InfoEd Implementation and Integration	11/26/2021
	Summer Personnel Action Form (PAF) Workflow	12/31/2021
Administration & Finance	Bank of America B2Bi Implementation	3/31/2022
	Employee Resources and Forms Hub in myWCU	2/25/2022
	IGA Phase 5 (Banner & CataMart process & security automation)	6/30/2022
Campus Level	Banner 9 Self Service: HR	1/31/2022
	Banner 9 Self Service: Student and Faculty	12/31/2021
	CATalytics Annual Roadmap	6/30/2022
	Lower Campus Residence Hall	7/30/2022
	Steam Plant Renovation	10/30/2022
	Vaccination Status Reporting for Students, Faculty and Staff	12/31/2021
Chancellors/Chief of Staff	BOG IT Governance	12/21/2021
	Chancellor's Board Room Upgrade	1/31/2022
Information Technology	Asset Management - Phase 2	11/30/2021
	Banner Forced Update and Notification	12/31/2021
	Microsoft Teams Roadmap and Governance for Campus	1/31/2022
	My WCU 2.0 - Phase 1	5/27/2022
	SharePoint Migration Implementation	7/30/2022
	Technology Commons Active Learning Classroom	12/31/2021
	Web Application Server Migration	12/17/2021
	Wired Port Authentication - Implementation	2/25/2022
Student Affairs	OnBase for WCU Bookstore	11/15/2021
	Undergraduate Admissions CRM Replacement	10/31/2021

Estimated Start Dates

Campus Division	Name	Estimated Start
Academic Affairs	Academic Integrity Forms Automation	Fall 2021
	Academic Progress Reporting Application Replacement	Fall 2021
	Honors College Report Update to Reflect Changes in Curriculum	Fall 2021
Advancement	NetCommunity - ADFS Bridge	Fall 2021
Information Technology	Evisions Analysis, Recommendation, and Migration	Fall 2021

Projects in the Queue - Compliance - Next Step: Staffing and Activation



EC Ranking ↕	Name ↕	Campus Division ↕	Acct/Dept ↕	Description ↕
3.00	Catamart Role Change Notification System (Audit Finding)	Administration & Finance	Internal Audit	<p>The results of WCU's Catamart (Sciquest) Audit identified several action areas. One of these is a current lack of a tool and process to notify stakeholders of a Catamart user's position change that might require access review and/or recertification. This project will develop a notification system for affected stakeholders to satisfy the audit finding.</p> <p>It is anticipated that the system created will not be final-state, and that future Identity Management toolsets and processes will work to satisfy this audit finding when they are implemented. However, it is necessary for a stopgap system to be created to satisfy this audit requirement.</p>

Projects in the Queue - Non-Compliance - Next Step: Staffing and Activation





EC Ranking ↕	Name ↕	Campus Division ↕	Acct/Dept ↕	Description ↕
1.00	Honors College Report Update to Reflect Changes in Curriculog	Academic Affairs	Office of the Dean, Honors	<p>The Honors College has a student advisory board who provide recommendations to the Dean to help ensure that the students who engage in an Honors program are getting the rigor that will challenge them. The activities are designed to encourage the students to stretch themselves academically within their program of study. In the Fall 2018 semester, the advisory board was concerned that the number of Honors level credit hours expected of WCU students was not equal to the expectations of other Honors Colleges at similar institutions.</p> <p>To remedy this, the Honors College student advisory board proposed to change the requirements for a student to obtain a degree with Honors. The prior requirement was that Honors students must complete 24 Honors credit hours to receive a degree with Honors. The proposal gives the Honors students the opportunity to select if they wish to complete 27 Honors credit hours or 24 Honors credit hours plus Degree Plus completion at level 3. They selected to increase the requirements to ensure that their degree with Honors was equivalent to other students at other institutions who received degrees with Honors. The students would have the opportunity during their college career to change this selection as they engage in their courses and activities at WCU. Students who were accepted into the Honors College prior to Summer 2020, would continue to complete 24 Honors credit hours.</p> <p>The student advisory board for the Honors College wrote the proposal to change the requirements and walked the proposal through the Curriculog process. They started this process during the Fall 2018 semester, completed it by the end of the Fall 2019 semester, and it was implemented starting in the Summer 2020 semester.</p> <p>This project request is to incorporate the two new requirement changes into the automated status report created for the Honors College. This will allow the Dean to easily see which requirements were selected by each student and determine if they are on track for completion or if they require some coaching.</p>

2.00	NetCommunity - ADFS Bridge	Advancement	Office, VC, Adv & External Affairs	<p>In a combined effort, Marketing and Advancement are working to implement a communication solution that will meet the needs of both teams. Marketing is primarily working to keep WCU faculty and staff informed about news and events and Advancement is primarily working to keep alumni and donors informed about news and events. This new tool will replace Cerkl and Campaign Monitor.</p> <p>The tool selected was NetCommunity by Blackbaud. Advancement has been using Blackbaud applications for their donor and alumni work. In an effort to keep things simple, they opted to choose a tool that was part of the Blackbaud portfolio.</p> <p>This project request was created to provide Single Sign-On (SSO) capability with NetCommunity which does not natively support SSO. The SSO capability will allow WCU employees to access the application and manage their email campaigns similarly to Campaign Monitor.</p>
4.00	Evisions Analysis, Recommendation, and Migration	Information Technology	Application Services	<p>The purpose of this project is to explore alternatives to the Evisions (FormFusion + Intellicheck) software, make a recommendation, and then depending on the recommendation migrate to the new system(s). Project would also investigate additional options to license Evisions, such as through SO or Ellucian. This is due to a change in the vendor's pricing model, which has raised its cost significantly. Goal is to find something with the same capabilities for a lower cost.</p>
5.00	Academic Integrity Forms Automation	Academic Affairs	Summer Session	<p>This project is requesting that the Instructor and Department Head Academic Integrity Resolution forms be automated to create a more efficient and effective process. The current process requires that the forms are printed, completed, and approved and sent to the Provost's Office. It is expected that the modernization of this process will save time on the part of the Instructors and/or Department Heads who are completing these forms as well as creating more efficient record keeping of these form submissions.</p>
6.00	Academic Progress Reporting Application Replacement	Academic Affairs	Registrar	<p>The current academic progress reporting application, built by WCU IT many years ago, is an aging application that is becoming difficult to maintain and needs to be replaced with an updated application that takes advantage of some efficiencies that are not currently employed. This application is accessed through myWCU each term by faculty to capture first and second week attendance for the student census, the 5th week and mid-term grades for all students, and additional 8th and 11th week grades for special populations such as the student athletes. The data is directly posted to the Oracle database when faculty submit the attendance and/or grades. This data can then be accessed by the faculty, Registrar's Office, Advising, and Financial Aid that were created to meet their specific needs. The Registrar's Office is firm that they do not want to make changes to the functionality of the application. The ability to submit 5th week grades allow faculty to work with students who may be struggling and allow students to make informed decisions about their options when they find they are struggling in a course. It has been found that if only 8th week or mid-term grades are submitted, students have a very short window to make changes in their behavior and usually end up having to withdraw from the course as their only recourse.</p>
7.00	Surplus Property Tracking System	Administration & Finance	Facilities Management	<p>Facilities Management is requesting to automate the manual tasks of the surplus property system. Currently, the surplus property processes are semi-manual and reports of what is being surplus, disposed of, or cannibalized are cumbersome to generate. Facilities Management would like to implement an automated process including appropriate authorizations to manage, monitor, and report on the status of surplus property at WCU.</p>
8.00	Student Change of Term - Banner	Administration & Finance	Controller	<p>The Division of IT completed a re-work of the old Orientation and Pre-Registration system at the end of the 2016/2017 academic year to help with existing issues of accessing the data and being able to maintain a departmental database. Since the completion of the original project, the Orientation Office has compiled a list of additional functionality and/or issues that will assist the Orientation staff and help to make the orientation processes run more efficiently.</p>
9.00	Student Photo Delivery to Third Party Systems	Academic Affairs	Advising	<p>With the changing climate of diversity, inclusion, and safety, offices around campus are trying to ensure that all students feel welcome and accepted while also making sure they are meeting with the correct student. This project is requesting an architecture be developed where student photos could be imported into third party applications, specifically EAB Navigate (formerly GradesFirst). This will help faculty and staff recognize the students in the various waiting areas who they are meeting with. This will create another layer of security so that employees are confident they are meeting with the correct student and</p>

				<p>also so that the student experience is welcoming.</p> <p>To meet the changing needs of WCU, this project is requesting the creation of an architecture through which student photos could be imported into any third party application. This would not only fulfill Advising's request but could also help other departments import student photos into their third party applications. This creates a more sustainable solution for the campus rather than creating a one-off solution for one department.</p> <p>The project will be expanded to include photo integration for Maxient based on the request out of the Maxient Data Integration project.</p>
10.00	Facilities Management GIS Platform	Administration & Finance	Facilities Management	Facilities Management has started on a project to have all the outside utilities accurately mapped and delivered to WCU in a GIS system that will provide much better information than our current maps can provide. It's currently focused on the area around the Scott/Walker area but it's hoped that future phases will eventually encompass the entire campus.
11.00	CEAP Advising Planning Analysis	Academic Affairs	Office, Dean, Educ & Allied Prof	The College of Education and Allied Professions has a need to automate enrollment predictions for courses and track how well advisees adhere to the schedule of courses planned for them during advising sessions. The chief goal of this project will be to review the existing business processes for handling CEAP advising records and provide an executive level analysis and report for the College of Education and Allied Professions to recommend a path forward. This report will include detailed comparisons of environment, support model, and service features to enable the best possible decision. The scope will include reviewing existing tools such as GradesFirst and Banner as well as other products which may provide this functionality. The findings will be evaluated against a list of business and operational requirements developed by the project team in order to build the recommendations report.
12.00	Registration Assessment Survey	Academic Affairs	Registrar	<p>Related to assessment concerns raised by SACSCOC, the Registrar's Office would like to develop a process for assessing the registration process each semester. The Registrar's Office has developed and vetted a short survey that it would like to distribute to a small group of randomly selected students each semester 30-60 minutes after they register. The survey instrument is similar in design to the "change of academic plans" survey and would not change term to term. Survey results would be stored in a database to allow the Registrar's Office to report on that data. Also, similar to the "change of academic plans survey" students would need to be identified when they responded but they would not need to be authenticated to respond.</p> <p>What is needed from IT:</p> <ul style="list-style-type: none"> • Create student-facing survey form • Develop process to identify survey population and send link to survey form • Build or identify the back-end tables to store the survey results
13.00	WCU Teacher Ed Disposition & Action Plan Upgrade	Academic Affairs	Office, Dean, Educ & Allied Prof	<p>The College of Education and Allied Professions would like to upgrade their manual processes with regard to Dispositions and Action Plans.</p> <p>Many of the tasks involved in the disposition and action plan process are currently being performed manually using tools available such as Excel and Outlook. The ability to digitize the action plan and create a workflow for the approval of the action plan will keep the staff from having to print the action plans, and manually move a printed document from desk to desk for approvals. As part of the action plan process, they would like the ability to see the dispositions for the student to help determine if this was an issue previously that has escalated or something new for the student. They also would like the ability to create and pull reports as needed.</p>
14.00	Online ASP Participation Agreement Form	Academic Affairs	Admissions	The Academic Success Program (ASP) is targeted for students who may require early admission to WCU to prepare them for the rigors of a WCU education. Part of the admissions process for students is the signing of an ASP participation agreement. This is a contract between the student and WCU that lays out expectations of participants. The student and parent/guardian are both signatories to this document.

				<p>Currently the form is completely paper-based. Students print out the form, hand enter the details, and then fax, mail, or scan/email the document and send back to WCU staff for processing. This results in significant staff hours time in processing the forms as well as in tracking completion and following up with students who have not yet submitted the forms.</p> <p>This project will review the business processes associated with the ASP form and design and implement an electronic version of the form. This will allow students and parents to electronically sign the form and allow program staff to programmatically track and follow up with students as required. It is anticipated there will be a link to the student's record in Banner to store form data.</p> <p>It is expected this project will not kick off until MyWCU is live, and any solution will be designed to work within the MyWCU portal structure.</p>
15.00	Workflow for Study Abroad Applications	Academic Affairs	International Programs & Services	<p>Currently, Study Abroad applications for both Faculty and Staff are primarily paper-based forms that require significant staff time to process, as well cause frustration on the part of applicants. This project will review the business processes around both forms and implement electronic versions of the forms (and associated workflows) to allow applicants to apply online, and for IPS staff to create reports based on the applications.</p> <p>Reducing the documentation workload for faculty interested in creating and leading Study Abroad programs and improving the student applicant experience and encouraging additional applications for WCU's Study Abroad opportunities are strategic goals of International Programs and Services.</p> <p>Note: As part of the analysis work of this project, the payment processes for study abroad applications will be reviewed in order to potentially address electronic payment processes in a future phase or project.</p>
16.00	CET Safety System Update	Academic Affairs	Engineering & Technology	<p>The College of Engineering and Technology (CET) is currently using our current LMS (Blackboard) and a custom-made SharePoint site to assist with the management of their lab safety trainings and lab access. This custom solution has become increasingly difficult to maintain and lack of reportability creates an audit risk for CET. This project will focus on finding an improved solution for CET that reduces their administrative burden, eliminates audit risk through reporting and data storage, and reduces IT support workload.</p> <p>Buy vs. Build research has indicated there is no one ideal fit tool in the marketplace and CET's custom processes and requirements lean heavily towards a build solution.</p> <p>The scope of this project includes assessing WCU's future LMS as a potential training repository when the LMS is selected. The project will require discussions with CET stakeholders to build the underlying processes, and then design the tools to best fit. Deliverables will include a support model that reduces IT burden and maximizes the ability of CET staff to self-manage and self maintain the system going forward.</p> <p>Note: The investigation and work for this project is pending the selection of a new LMS.</p>
17.00	Classroom Feedback Data Collection Project	Academic Affairs	Registrar	<p>This project request is the result of a recommendation from the Program Review for the Registrar's Office to create a survey to collect feedback data about classrooms. The survey will be based on the Learning Space Rating System from the EDUCAUSE Learning Initiative. (https://www.educause.edu/~media/files/educause/eli/initiatives/lrsrv2.pdf?la=en). It should be approximately 10-12 numeric rating fields and 10-12 comments fields in length. The survey needs to be available to instructors 24/7 and supported by a "TripAdvisor"-like interface that can be called from within myWCU and via a room-specific URL embedded in a QR code in each classroom (79-80 classrooms). Data collected will be used to make informed decisions on classroom renovations and repairs. Data needs to be written to a table where it can be acted upon by Banner Workflow and reported against using our standard set of reporting tools (SSRS/Tableau) and provide dashboard access for Registrar, Facilities, ITDS, CFC, and Space Management Committee members. A mock-up created in Qualtrics is attached, although our current instance of Qualtrics does not provide the ability to perform an export of bulk data. The data format is difficult to use for Qualtrics surveys results, especially for looped and merged surveys. This project will require developing a process to make data</p>

				reports available to connect to as a data source.
18.00	Digital Library Card in myWCU	Academic Affairs	Hunter Library	<p>Hunter Library purchased an application in February 2018 to accommodate faculty, staff, and students who would like to check materials out of the library with a digital library card in lieu of their CatCard. As of July 2019, 349 android and 845 iOS users downloaded the app and were successfully able to gain access to library resources. However, over the last year (October 2019 - September 2020) the use of the digital library card has declined. This is partially due to the pandemic and the move to keep students safe by only offering classes online during the second half of the spring term and for the summer term. The library still feels that the existing users benefit from this service and would like to continue the service at a lower cost point.</p> <p>This project request is to replace the existing digital library card with a new widget housed within myWCU. Faculty, staff, and students will be able to log into myWCU, access the widget and a digital library card will appear that library staff will be able to scan to allow users to access or checkout resources.</p>
19.00	Honors College Status Widget for myWCU	Academic Affairs	Office of the Dean, Honors	<p>Dr. Granger would like to provide a widget in myWCU to display the status for the Honors College students. Each Honors College student will be able to view only their status when they log into myWCU. It is expected that this widget will help students stay on track to complete the requirements to graduate WCU with full honors. It is also expected that the number of students who request a manual check of their status will decrease and allow students to see their status reflected from the data in Banner.</p>
20.00	Banner Operational Reporting Environment	Information Technology	IT Applications & Systems	<p>This project will address performance issues with Banner triggered by operational reporting. The reports are currently created using live data which affects CPU utilization for the Banner environment. The primary purpose of this project is to address this issue.</p>

Project Management Office - Directors - (Jenn Lohse) i ↻ ✕					
Name ↕	Health ↕	Percent Complete ↕	End ↕	Manager ↕	Status Comments ↕
Apodaca (STEM) Building	 Yellow	99 %	Tue 11/30/21	Brandy Henning	<p>Key Accomplishments: Clark Powell is waiting on some final punch list items to be finished by contractors before they can complete the work. Team is working with Curtis to finalize those items. Wiring contractor installing the last of the additional data ports in Apodaca this week. PO for cellular equipment went out this week. Delivery date TBD. Adding additional devices to science lab network.</p> <p>Upcoming Milestones: CP is waiting on some equipment to be shipped that needs to be replace in AP 201.</p>
Asset Management - Phase 2	 Yellow	98 %	Tue 11/30/21	Brandy Henning	<p>Key Accomplishments: Communications have been sent to the FACs. IT weekly has been drafted and requested to be run for the next few weeks.</p> <p>Upcoming milestones: ACF is taking longer than expected and should be completed soon. Verify tasks have been published and are working Complete lessons learned Close the project</p>

Bank of America B2Bi Implementation	<input type="checkbox"/> Green	2 %	Thu 3/31/22	Laura Dinunzio	<p>Changed Percent Complete from 0% to 2%. Changed Health from None - No health has been set to Green - On track. Completed Milestones: -Kick-off meeting with IT & Functional Teams</p> <p>Upcoming Milestones: -Finalizing the current workflow for check processing -Mapping out the proposed workflow for check processing -Identifying work needed by both IT & Functional areas</p>
Banner 9 Self Service: Student and Faculty	<input type="checkbox"/> Green	90 %	Fri 12/31/21	John Khayata	<p>Changed Percent Complete from 86% to 90%. Progress past 30 days: > Deployed SSB 9 Grading > Deployed Honors Contract Grading in concert with SSB 9 Grading</p> <p>Looking forward next 30 days: > Evaluate and take inventory of remaining SSB 8 items that need to be converted to SSB 9 including, but not limited to Enhanced Display Options, Forms and Data Entry, etc. > Revisit risk analysis effort associated to interim stored data requirements.</p> <p>Issues/Risks: > No material issues or risks known at this time.</p>
Banner Forced Update and Notification	<input type="checkbox"/> Green	75 %	Fri 12/31/21	John Khayata	<p>Changed Percent Complete from 65% to 75%. Progress past 30 days: > Deployed Military information application. > Following discovery sessions, received confirmation that Ethnicity information re-surveys were not needed. > Began initial assessment of Contact requirements (final component of the FUN project).</p> <p>Looking forward next 30 days: > Begin development of the Contact application</p> <p>Issues/Risks: > No material issues or risks at this time</p>
BOG IT Governance	<input type="checkbox"/> Green	35 %	Tue 12/21/21	Jenn Lohse	<p>Changed Percent Complete from 20% to 35%. Continued discussions underway with participants to determine next steps in governance process. First round of documentation posted Initial master document created and reviewed Next 30 days Continue collecting documentation Review of master document for definitions and evidence</p>
Chancellor's Board Room Upgrade	<input type="checkbox"/> Green	60 %	Mon 1/31/22	Brandy Henning	<p>Key Accomplishments: Working with CP engineers to finalize design and parts list. Meeting with CP weekly to discuss supply chain issues Upcoming milestones: Submit requisitions to order materials Start work in the space planned for week of December 6th</p>

Employee Resources and Forms Hub in myWCU	<input type="checkbox"/> Green	15 %	Fri 2/25/22	Laura Dinunzio	<p>Changed Percent Complete from 5% to 15%.</p> <p>Completed Milestones:</p> <ul style="list-style-type: none"> - Met with Marketing to discuss web options for an employee hub - Requirements comparison between Comaround, website, and SharePoint. - Met with Comaround to discuss technical possibilities and cost. <p>Upcoming Milestones:</p> <ul style="list-style-type: none"> - Review of Comaround technical possibilities and the cost associated with the options. - Identify the management plan for the employee hub. (Functional Task)
Graduate School CRM Replacement	<input type="checkbox"/> Green	90 %	Sun 10/31/21	John Khayata	<p>Progress past 30 days:</p> <ul style="list-style-type: none"> > Conducted initial assessment of the Test Scores application. > Developed go-forward plan to develop and deploy test Scores application. > Discussed the prospect of building a PageBuilder tool to enable restricted access to select Admissions' data so that Admissions can address the lion's share of application errors. <p>Looking forward next 30 days:</p> <ul style="list-style-type: none"> > Define requirements and begin development of the Test Scores application. > Load a file provided by Apply Yourself containing historical data from WCU's engagement with Apply Yourself. > Following Underscore's effort to deploy CAS, will assess options to develop on-going deployment script and schedule. <p>Issues/Risks:</p> <ul style="list-style-type: none"> > The file provided by Apply Yourself did not include the file name, and in its present form is unusable. The Grad School has reached-out to Apply Yourself for a corrected/updated file.
Honors College Update for "Stop-Out" Status	<input type="checkbox"/> Green	95 %	Fri 10/29/21	Brandy Henning	<p>Key Accomplishments:</p> <p>Moved into production but some issues have been identified in prod that need to be corrected before we can close the project.</p> <p>Upcoming milestones:</p> <ul style="list-style-type: none"> Correct issue in production Sponsor sign off to close the project Conduct lessons learned and close the project
InfoEd Implementation and Integration	<input type="checkbox"/> Green	70 %	Fri 11/26/21	Jenn Lohse	<p>Changed Percent Complete from 65% to 70%.</p> <p>The end date has been moved out to the end of November for this project.</p> <p>Last 30 days:</p> <ul style="list-style-type: none"> Financial API work sessions with functionals continue. The initial data structure has been built/developed. Architecture in place to create grant in InfoEd. <p>Next 30 days:</p> <ul style="list-style-type: none"> Ready to create grant in Banner (reading objects to put into API). Financial API unit testing. Financial API functional testing.
Lower Campus Residence Hall	<input type="checkbox"/> Green	68 %	Sat 7/30/22	Brandy Henning	<p>Key Accomplishments:</p> <ul style="list-style-type: none"> Working with Matt M. to confirm outdoor WiFi pedestal specs and requirements. <p>New Risk – Long lead times for network equipment. Industry-wide chip shortages have resulted in anticipated delivery times for some wired network equipment for this project from Juniper to be nearly a year from the date of</p>

					order. If the actual delivery time is next September, we will need to find an alternate method for delivering network services in the building. This will go as well for AV equipment. Upcoming milestones: TJ is working on the AV bids and we will start ordering that equipment as soon as he has that finalized.
Microsoft Teams Roadmap and Governance for Campus	<input type="checkbox"/> Green	15 %	Mon 1/31/22	John Khayata	<p>Changed Percent Complete from 10% to 15%.</p> <p>Progress past 30 days:</p> <ul style="list-style-type: none"> > Continued to move forward with discovery and planning sessions with the team to build and map a go-forward strategy. > Presented an updated assessment of the range and scope of the effort to the IT Committee. <p>Looking forward next 30 days:</p> <ul style="list-style-type: none"> > Continue with the scheduled cadence of working sessions to build and map a go-forward strategy. > Prepare and present and updated progress report and overview to the ITLC. <p>Issues/Risks:</p> <ul style="list-style-type: none"> > No material issues or risks known at this time.
My WCU 2.0 - Phase 1	<input type="checkbox"/> Green	10 %	Fri 5/27/22	Laura Dinunzio	<p>Changed Percent Complete from 2% to 10%.</p> <p>Upcoming Milestones:</p> <ul style="list-style-type: none"> - Deeper dig into the new analytics. - We will continue to work on the development of a PoC. - The team will continue to work with Marketing to determine how we could collaborate on an internal/external site. <p>Completed Milestones:</p> <ul style="list-style-type: none"> - Set up a Sandbox environment with Marketing to continue work on a PoC. - Determined that we wanted to have a PoC before having any discussions with functional groups or students. - Determined that this would be a build focused project. We might explore buy options once we finalize the PoC.
Summer Personnel Action Form (PAF) Workflow	<input type="checkbox"/> Green	30 %	Fri 12/31/21	Laura Dinunzio	<p>Changed Percent Complete from 25% to 30%.</p> <p>Upcoming Milestones:</p> <ul style="list-style-type: none"> - Finalizing a timeline for the project moving forward. - Planning Gate Review. - Selecting and purchasing a PDF generation tool - Development of the workflow <p>Completed Milestones:</p> <ul style="list-style-type: none"> - We selected PowerAutome as the tool to move forward with.. This does mean that we will need to purchase a PDF generation tool. <p>Gate Review: Planning gate will be upcoming.</p>
Undergraduate Admissions CRM Replacement	<input type="checkbox"/> Green	90 %	Sun 10/31/21	John Khayata	<p>Changed Percent Complete from 85% to 90%.</p> <p>Progress past 30 days:</p> <ul style="list-style-type: none"> > Conducted initial assessment of the Test Scores application. > Developed go-forward plan to develop and deploy Test Scores application. > Discussed the prospect of building a PageBuilder tool to enable restricted access to select Admissions' data so that Admissions can address the lion's share of application errors.

Looking forward next 30 days:
 > Define requirements and begin development of the Test Scores application.
 > Design and build PageBuilder tool as noted above.

Issues/Risks:
 > No material issues or risks know at this time.

ITDS - Directors - Monthly Report (William Frady)



Name ↕	Health ↕	Percent Complete ↕	End ↕	Manager ↕	Status Comments ↕
Episcopal House Simulation Lab	Yellow	25 %	Wed 8/31/22	Zach Phillips	Technical aspects of project has been delayed until mid summer 2022. No movement on technical plans since last update.
Technology Commons Active Learning Classroom	Yellow	75 %	Fri 12/31/21	Ryan Cameron	Javier has spoken with Facilities Management and have concluded that they could create the walls to the space, as well as work with a contractor to install the carpet, for under the budgeted amount for the project. This pushes our timetable for completion back to January due to facilities schedule. All other aspects of this project are on hold until the construction of the walls is completed.

Apps, Systems, Help Desk - Directors - Monthly Report (Dan Berk)



Name ↕	Health ↕	Percent Complete ↕	End ↕	Manager ↕	Status Comments ↕
Banner 9 Self Service: HR	Green	95 %	Mon 1/31/22	Steve Kadel	All functionality is being used in Employee Self-Service except for Time Entry. . Testing for Time Entry has been delayed due to a personnel shortage. HR states that they have not determined a go-live for Banner 9 Time Entry. Their leave administrator's replacement has started in the position and testing on their to do list.
CATalytics Annual Roadmap	Yellow	16 %	Thu 6/30/22	Dan Berk	Key Accomplishments 1) Dashboard Development - a) Instructional Resource Planning - published Generated FTE metric. b) Student Success - moved to production. c) Admissions/Enrollment Funnel - bug fixes. 2) Infrastructure/Operations a) Continued documentation of new data warehouse, preparing for Shift/Left. b) New data warehouse test server being built out. 3) Data Acquisition a) Admissions Point in Time - validation continues, data source moved to production, performance

					<p>improvements.</p> <p>b) Student Success - re-engaged with new owner, next set of data prioritized.</p> <p>c) University Org Chart - continued support and enhancements to data sets to support validation.</p> <p>4) Other</p> <p>a) Search begun to backfill open dashboard developer position.</p> <p>Upcoming Milestones</p> <p>1) Dashboard Development</p> <p>a) Student Enrollment Point in Time - add prior year parameter, begin developing eligible/un-registered data.</p> <p>b) Student Success - complete data definitions.</p> <p>2) Data Governance</p> <p>a) Finish documenting published dashboards in Data Cookbook.</p> <p>b) Add Data Quality tab to all documented dashboards.</p> <p>c) Continue working data quality issues with functional owners.</p> <p>3) Infrastructure</p> <p>a) Continue building out new data warehouse test and production servers.</p> <p>4) Other - continue work on hiring new dashboard developer.</p>
OnBase for WCU Bookstore	<input type="checkbox"/> Green	5 %	Mon 11/15/21	Jeff Tatham	<p>Changed Percent Complete from 1% to 5%.</p> <p>Key Accomplishments</p> <p>=====</p> <p>Held kickoff meeting</p> <p>Built project plan</p> <p>Quote on scanner/scan license</p> <p>Upcoming milestones</p> <p>=====</p> <p>Add users</p> <p>Build document types</p>
SharePoint Migration Implementation	<input type="checkbox"/> Green	15 %	Sat 7/30/22	Paige Herman	<p>Changed Percent Complete from 5% to 15%.</p> <p>Changed Health from Yellow - At risk with corrective actions to Green - On track.</p> <p>Key Accomplishments</p> <p>-- begun build out of tasks/plan</p> <p>-- migrated Academic Affairs, OIPE and SACS-COC sites (from intranet - oldest Sharepoint 2013 environment) into test environment for compatibility review</p> <p>Upcoming Milestones</p> <p>-- meet with OIPE to review the test sites (OIPE and SACS-COC) and schedule move to Prod</p> <p>-- meet with Academic Affairs to review the test site and schedule move to Prod</p>
Vaccination Status Reporting for Students, Faculty and Staff	<input type="checkbox"/> Green	100 %	Fri 12/31/21	Paige Herman	<p>Changed Percent Complete from 95% to 100%.</p> <p>Key Accomplishments</p> <p>Vaccination Validation and Attestation</p>

					-- Process is in place and working. -- HR requested we turn interception on in myWCU to catch new employees. COVID-19 Surveillance Testing -- Surveillance Testing Form Complete and Live -- Random selection of testing audience Live Upcoming Milestones -- None
Web Application Server Migration	□ Green	45 %	Fri 12/17/21	Jason Lavigne	Key Accomplishments - The status of many more apps on the Citation/Whirlaway servers have been identified - AcademicProgressReporting, bikereg, and heoa_bk apps are currently in test - Bookrental, booksout, and rentalaccountstatus have been migrated - 20 apps identified as "not going to migrate" i.e. they have been retired, no longer in use, already migrated Upcoming Milestones - Move apps in test to production - Migrate remaining apps to test

Networking - Directors - Monthly Report (Scott Swartzentruber)



Name ↕	Health ↕	Percent Complete ↕	End ↕	Manager ↕	Status Comments ↕
Steam Plant Renovation	□ Green	62 %	Sun 10/30/22	Scott Swartzentruber	Changed Percent Complete from 60% to 62%. Recent Accomplishments -Construction underway -Identified conf room requirements -Started investigation of control system IT requirements Upcoming Milestones -Review conf room drawing updates -Initial meeting on control system IT requirements -Estimated project completion October 2022
Wired Port Authentication - Implementation	▲ Yellow	55 %	Fri 2/25/22	Scott Swartzentruber	Changed Percent Complete from 40% to 55%. Completed Milestones: - Finalized the Octave Risk Assessment - Completed and Submitted the official audit update and timeline. Upcoming Milestones: - Implementation - https://ithelp.wcu.edu/en-us/article/1480462

IT Chief Technologist- Directors - Monthly Report (Stan Hammer)



Name ↕	Health ↕	Percent Complete ↕	End ↕	Manager ↕	Status Comments ↕
IGA Phase 5 (Banner & CataMart process & security automation)	□ Green	20 %	Thu 6/30/22	Stan Hammer	Recent Milestones * Created reporting view for centralized logic for reports and automation for significant job, position or org changes in last year * Automated Banner/Oracle account rename process * Identified additional Banner data cleanup on employee separation to be added to automated processes. * Automation of Finance User profiles * New student groups created Upcoming Milestones * Work with HR to cleanly identify last primary job supervisor * Engage with Admission and Alumni office for groups * non-fund Catamart group automation * Additional File shares for Registrar's office * Add significant job, position, or org change data to be included in Banner security reports * Additional user automation on Banner user group assignment.

AEITG - Directors - Monthly Report (Annette Littrell)



No items

Security - Directors - Monthly Report (Joel McKenzie)



No items

CFC - Directors - Monthly Report (Eli Collins-Brown)



No items

Projects On Hold



Name ↕	Health ↕	Percent Complete ↕	Manager ↕	Status Comments ↕
Jaggaer Upgrades Implementation	■ ■ On Hold	100 %	Laura Dinunzio	<p>Changed Status from In Process to On Hold. Changed Health from Yellow - At risk with corrective actions to On Hold. Changed On Hold Until from Nothing to Fri 12/31/21. Phase 2 has been implemented and is running in production. We do not know when Phase 3 will launch and we are not sure what the work of IT will look like. This project will be put on hold pending additional information about phase 3.</p>
myWCU Product Releases	■ ■ On Hold	0 %	Chris Baxley	<p>Changed Status from In Process to On Hold. Changed Health from Yellow - At risk with corrective actions to On Hold. Project is on hold until developer resources are available.</p>
OnBase Implementation for Office of Accessibility Resources	■ ■ On Hold	3 %	Jeff Tatham	<p>Changed Status from In Process to On Hold. Changed Health from Yellow - At risk with corrective actions to On Hold. Changed On Hold Until from Nothing to Thu 9/30/21. Project Sponsor is not available to work on the project until Aug-Sept.</p>
University Org	■ ■ On Hold	95 %	Laura Dinunzio	<p>Changed Status from In Process to On Hold. Changed Health from Yellow - At risk with corrective actions to On Hold. Changed On Hold Until from Nothing to Mon 9/20/21. Project is being placed on hold due to resource availability on the HR side. HR has requested that we meet again in September once they have more availability. During this time, HR is planning to continue work on the validation and data cleanup.</p>

From: [Kim Winter](#)
To: [Lynley Hardie](#)
Subject: FW: WCU Design-Construction Monthly Update
Date: Wednesday, October 13, 2021 12:28:28 PM
Attachments: [image001.png](#)
[image002.png](#)

This is an FYI update for the bottom of the LC agenda.



Kim K. Winter, Ph.D.

Dean & Professor

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Pronouns: she/her/hers

From: Richard Starnes <starnes@email.wcu.edu>
Date: Wednesday, October 13, 2021 at 12:15 PM
To: Provost Council <ProvostCouncil@email.wcu.edu>
Subject: FW: WCU Design-Construction Monthly Update

FYI

Best,

RDS

Richard D. Starnes

Provost & Vice Chancellor for Academic Affairs
Western Carolina University
Cullowhee, NC 28723
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From: Curtis Monteith <cmonteith@email.wcu.edu>
Sent: Wednesday, October 13, 2021 11:48 AM
To: Richard Starnes <starnes@email.wcu.edu>; Carol Burton <burton@email.wcu.edu>; Craig Fowler <cfowler@email.wcu.edu>; Melissa Wargo <wargo@email.wcu.edu>; Mike Byers <mtbyers@email.wcu.edu>; Alex Gary <rgary@email.wcu.edu>; Sam Miller <sammiller@email.wcu.edu>; Shea Browning <srbrowning@email.wcu.edu>; Joe Walker <jwalker@email.wcu.edu>; Steve Lillard <sdlillard@email.wcu.edu>; Fred Bauknecht <fjbauknecht@email.wcu.edu>; Tim Metz <tdmetz@email.wcu.edu>; Shane Stovall <[sstovall@email.wcu.edu](mailto:ssstovall@email.wcu.edu)>; Jamie Raynor <jtraynor@email.wcu.edu>
Subject: WCU Design-Construction Monthly Update
Importance: High

Good morning everyone,

I apologize for the lengthy list below, but several high level projects that affect campus are ongoing and I would like to share as much information as I can with our leadership.

If there are additional project updates not included on the list below that you have questions about, please let me know.

Below is an update to the continued projects on campus:

Projects in Advance Planning

Moore Building Renovation

- Programming workshop kick-off meeting set for October 27, 2021

Projects in Design

Episcopal House - HHS Sim Lab

- Project involves the renovation of the Episcopal House into a home visit simulation lab, for the School of Health and Human Sciences' Department of Social Work
- Design Phase to be Completed – October 2021

F.O.R.E.S.T. Relocation	<ul style="list-style-type: none"> • Expected start of construction – December 2021 • Expected completion of construction – July 2022 • Kick-off meeting to relocate was held April 12, 2021 • Departmental feedback meeting was held September 14, 2021 • Design coordination in progress
Projects in Construction Facilities Management Parking Lot Repair & Resurfacing	<ul style="list-style-type: none"> • Bids Opened on May 27, 2021, at 2:00 PM • Negotiations with lowest bidder in order to award project • Pre-construction meeting held on July 7, 2021 to determine sequencing & construction start • UNC System Office Award letter – July 26, 2021 • Anticipated construction start – July 28, 2021 • Demo of existing asphalt and base is complete • Rough grading is complete • Stone base and concrete are in place • Anticipated completion of construction – November 5, 2021
North Baseball Parking Structure	<ul style="list-style-type: none"> • Construction began May 2020 • Supplemental parking has been constructed at Norton Road and HHS Overflow to augment parking availability, since North Baseball Lot went offline • With the additional lots at Norton, HHS, and Central Drive, and access to South Baseball lot, up to an additional 919 parking spaces will be available for students and staff • Working on final car-counter, security camera, and LPR final install • Deck entry from Forest Hill in progress, scheduled to open October 31, 2021 • Work continues on stair Tower 3, scheduled to open October 31, 2021 • Beneficial Occupancy for all levels opened on August 31, 2021 • 714 parking spaces currently available (1st, 2nd, 3rd, and surface levels) • Expected completion of initial construction contract – October 31, 2021
Energy Production Facility (Steam Plant)	<ul style="list-style-type: none"> • Existing Plant will stay in operation until completion of the new Plant • Demolition is complete on truck tunnel and old office section • Installation of temporary upper campus steam line is complete • Foundations for retaining walls complete • All of the retaining wall has been installed • Soil nail installation completed • Backfill of retaining wall started week of September 13, 2021, and is continuing • Layout and pouring of SOG in progress. Scheduled to be completed October 13, 2021 • Steam & condensate line replacement along Central Drive postponed until May 2022 • Expected completion of construction – October 2022
Ramsey Center Curtain Wall	<ul style="list-style-type: none"> • Construction began – December 19, 2019 • The project includes the removal of the entire existing curtainwall system (black glass) and replacing it with a combination of clear glass, insulated metal panels and brick veneer; complete with continuous rigid insulation and vapor barrier • Construction approximately 96% complete • Expected completion of construction -- November 2021
Lower Campus Residence Hall	<ul style="list-style-type: none"> • Construction activity can be viewed in time-lapse or live streaming video at: https://tinyurl.com/2chbdm4w • Construction approximately 49% complete <ul style="list-style-type: none"> ◦ Expected completion – Summer 2022 • Site Work: <ul style="list-style-type: none"> ◦ Storm sewer installation continues ◦ Continue rough grading around B Building ◦ Begin installing site lighting • Building A: <ul style="list-style-type: none"> ◦ Roofing moisture barrier installation complete ◦ Complete MEP in-wall rough-in on 4th and 3rd-floors ◦ Hang Drywall on 4th-floor ◦ Complete framing on 2nd-floor, begin framing on the 1st-floor ◦ Begin main electrical room rough-in ◦ Continue stone veneer installation • Building B: <ul style="list-style-type: none"> ◦ Install ceramic tile on 5th and 4th-floors ◦ Hang ceiling grid on the 5th-floor ◦ Prime and paint 1st on the 3rd-floors ◦ Install stair tower hand railing

- Complete metal roofing installation
- Hang drywall on 2nd-floor
- Complete 1st-floor in-wall rough-in
- Building C:
 - Complete precast erection
 - Install trusses and sheathing
 - Pour topping slabs
 - Set mechanical equipment in the attic
 - Begin framing on the 4th-floor
 - Install Rough Timber and CLT in the 4th-floor lobby

Apodaca Science Building (ASB)

- Construction is approximately 98.2% complete
- Audio-Visual technology scope-of-work is still in progress
- Beneficial occupancy – July 9, 2021
- Final SCO inspection expected end of October 2021
- Demolition of NSB is ongoing, with completion in November 2021

Stillwell Renovations (with ASB)

- Stillwell connection area with ASB is complete
- No bids were received for the Backfill/renovation bid opening
 - Re-packaged and rebid – received no bids
- Backfill/renovation final phase to begin – May 2022
- Backfill/renovation partial completion expected – August 2022

Thank you,

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