Host: Rackham
Minutes: School of Social Work

Offices attending: Laura Hoffman (SMTD), Emily Perryman (SMTD), Shih-Wen Wu (Rackham), Antoinette Hopper (Rackham), Michelle Gorton (SSW), Dria Howlett (OUA), Heidi Doyle (Eng Trans), Felicia Becker (COE), Cindy Bylsma (Ross), Conni Harrigan (SPH), Veronica Falandino (SI), Mark Nelson (ITS), Lyn Yenkel (Dent), Karina Moore (A&D)

I. Agenda Check/Matters Arising
   A. Note from Clark Brigger regarding the Common App:
      Jennifer Nordstrom will reach out to all regarding supplement to the Common App. Want to reduce.

   B. Social Work solicited comments regarding using ImageNow and any problems other Schools may be having. Each School reported one problem or another. Action: Mark will invite Mike Easter to a future meeting to discuss different Image Now options and tips.

II. Approval of Minutes
   A. Approved.

III. ASP Business
   A. IT Governance (MNelson)
      1. For detailed information, search “IT Governance” on UMich website. Encourage all to read.
      2. Key: How does IT Governance leverage investment to achieve the most while also cutting costs?
      3. IT time spent on 1) Production Support – tasks IT does to make sure things run smoothly; changes to support needs  2) Discretionary – tasks IT chooses to do, assuring that they are “good” for the School.
      4. Domain steward structure exists. John Guzman works closely with many stewards that involve applications/programs.
      5. ADAC is a group which informs the stewards of strategic priority projects (i.e. financial upgrade, DART, etc.) and decides what AIS works on. There is a list of projects for fiscal year 2011; however, currently there are not enough resources to get these done. So, they will be looking at using discretionary time to work on priority projects.
      6. Concerns voiced regarding the impact of this on ASP members and offices. Mark responded that we will be impacted.
      7. There is approximately 5% in discretionary time for “quick wins” which are short, quick projects that do not need to go through the process of being approved before they can be worked on. Lester Monts could have more influence on deciding quick wins across the board as opposed to only RA or CC.
      8. There are projects above the line for ADAC, such as DART, Concur, Health Updates… (full list available for those interested.)
9. There is a lot of pressure to get rid of sensitive data in the warehouse. No SS# in SA01 and SA06, plus looking at no full date of birth (future.)

10. Projects identified as important but not on “the list” will be worked on if there is extra time. Production needs to be streamlined so can cut production time.

11. Q: Will we be trained to do more things ourselves?
   A: Yes, it is possible, but this would require the time to set up so things could run.

12. Mark will be hiring new staff!

13. No procedure yet on how to get projects on the list.

14. ASP not setting strategic plan anymore, but can influence moving things forward.

**B. Web Application – Rackham (AHopper)**

1. Oracle released back end of application form capability. If UM was to entertain the thought of the online app being in-house, ITS would need to build the front end for each school. Has ability to accept images.

2. In House Positives: the data would go directly into M-Pathways.

3. In House Negatives: no recommendation system; no help desk support.

4. It was originally thought that a bigger house would draw in more apps.

5. B-School has looked at SOPHAS; considering clearinghouse.

6. Q: What will CNet improve in the future? Moving forward, what will CNet look like?
   
   7. Comment: Better to stick with CNet instead of another vendor because now it is just “one more question” instead of reinventing the wheel. (SMTD)

   8. Comment: Would like someone to test the Oracle system – create an online app and use the system. Note: There is a PeopleSoft conference next month and most schools are in the same boat.

9. Comment: Rackham is not one, but 180 and can’t risk being the guinea pig. Needs stability.

10. Taking a look at what Oracle has released requires big effort. ITS would need to unpack and take a look / analyze.

11. Action: Consensus, Agreed. Need more information to make an informed decision and would like ITS to move forward with the analysis. Mark needs permission to spend time on this.

12. Action: Possible sub-group to review front end, recs, etc.

**IV. MPathways Business**

**A. Update from OBP regarding CNet Billing (MNelson)**

1. U-M wanted to use electronic funds transfer for application fee. Done.

2. App fee tracking in M-Pathways. Didn’t do this because there is no business reason. Waiver and application fee currently tracked.

3. Each School needs to reconcile general account application fees with CNet statement.

4. Paying invoices. OBP approved to deduct fees from application income. Contact CollegeNet to set up.
B. CollegeNet – on-going efforts between ITS & CNet; managing the relationship going forward
   1. Have had a number of conversations with CNet on what we need moving forward:
      a. Improved communication
      b. Need QA environment
      c. Improve turnaround time on issues.
   2. Going to rebuild image system. U-M work with CNet on improvements for next season while maintaining existing system.
   3. Action: Makes sense to create a subgroup, as not all on CNet.
   4. U-M talk to larger offices regarding a) what worked with Embark? b) what would you like to see in CNet?
   5. ITS working on a control report to keep track of errors.
   6. CNet plans to come to U-M in February to kick-off Fall 2012.
   7. ITS is discussing the need for a QA environment for images. CNet sends test images in production and this can’t happen.

C. Misc.
   1. Q: Does anyone include an option to enter information on same-sex household on their application?

D. Changes to Web Application Status – OUA, continued.
   1. Mark sent a list with ITS response column added.
   2. Mark put redesign Web App Status for 2012 on list for ADAC to consider. Large effort. Will need to provide a business reason and support. ADAC will need to decide. It is understood that this is important for admitting offices.

Upcoming ASP Meetings

Feb 8 - SI (Veronica)  Note: meeting will be held in the Ehrlicher Room, North Quad
Feb 22 - A&D (Karina)
March 8
March 22
April 12
April 26
May 10