

'ACTION CONVERSATIONS:' REPORTING TEMPLATE

Date, Time, and Place of Conversation: 10/10/14, 12:00, Tehama 303

Duration of the Conversation: 1 hour

Convener: Judy Hennessey, Mike Spiess, Mike Schilling

Moderator: Mike Spiess

Reporter: Crystal Gervasi

Number of Participants: 7

Type of Participants: Various staff, faculty, and management from several divisions

Theme #6

The major ideas / proposed actions / implementation steps/ assessment of priorities emerging from this conversation are:

- Mike S. handed out a draft - "Theme #6 Administrative Processes".
- Discussion on report begins ...
- Encouraged everyone to look it over and cross out things they do not want to discuss.
- Looking at assessment tools that look at impact
- Documenting data might be tough.
- CRA – needs the ability to communicate and back load People soft. This should have its own spot on the list.
- New data reporting tool should have CRA and Insight abilities.
- Not a lot of connection between current systems.
- New system needs immediate access to reports based on identity.
- New system needs single point of entry.
- Maintaining websites becomes an add-on to someone's position.
- **Initially** minimal people will have access to the new tool.
- A governance committee to try and pull a wider audience is needed. Or an "oversight committee".
- Creating roles for identity management. Do all levels (ASC, Chair etc.) receive the same access?
- A rubric in place by the meeting after next.

- Getting data out is one issue and putting data in is another issue.
- An immense amount of time is spent on scheduling. If something could be uploaded to make it less time consuming.
- Management of lecturers is a big deal.
- Chairs have a lot of tasks/things to deal with.
- How do we get the new tool up to speed in a short amount of time?
- Image now is a document implementation tool currently on campus.
- Electronic signature should be included with the new tool.
- Get image now and implement it on an enterprise level and get it out to the departments.
- Item 5 under B (The below should be added)
 - Automate where possible the ERP from the document source aka People soft.
- Data warehouse is in the process of being replaced so it is not an action item. Maybe it should be?