



TECHNOLOGY and COMPUTING SERVICES

TO: Title III Oversight Group

Ray Hauke, Vice President, Administration and Fiscal Affairs
John Schwenn, Vice President, Academic Affairs
Robert Grover, Associate Vice President, Academic Affairs, Dean,
Graduate Studies

FROM: Bruce W. Vieweg, Associate Vice President, Director, Title III Project

DATE: December 27, 2004

Subject: Title III planning meeting information and agenda for January 6, 2005

COPY: Barbara Kern, Academic Affairs
Jodi Ek, Academic Affairs
Marilyn Helms, Administration and Fiscal Affairs
Members, Deans' Council

I hope all of you had a marvelous holiday break.

The following presents current information regarding the status of the Title III project, brief descriptions of plans for year 2, and an agenda for our meeting scheduled for 9:00 AM on Thursday, January 6, 2005. I believe the meeting will be held in the Academic Affairs conference room.

It is necessary to make you aware of several issues prior to our meeting:

1. Permission was received from the interim Project Officer on December 6, 2004 to better align the Banner and Title III initiatives. This approval was in response to our request, initial memo dated November 1, 2004 (copy attached). Primary among these requests was the redefinition of match - from % of effort reporting, to actual dollars that will be invested in the Banner initiative. Future communications with our Project Officer will further define the alignment issues and questions.

2. The Annual Report for the Title III grant was submitted prior to the deadline date of December 31, 2004. President Schallenkamp's attestation to the accuracy of the report was faxed to the Department of Education on December 13, 2004, the same day that the report was filed electronically. (A facsimile of the electronic report is attached for your information). The report indicated meeting all objectives except for hiring a Senior Institutional Researcher. It also indicated a substantial amount of budget carryover into year 2. This carryover is largely due to: 1) the failed attempt to fill the Senior Institutional Researcher position; 2) staff not employed for the full period; 3) no draw down of matching endowment funds; 4) a small amount of unexpended funds designated for supplies.
3. Zeni Colorado has agreed to serve as Evaluator for the Title III grant. She and I will be working closely together over the coming weeks to bring the evaluation plan to reality. We have been without an evaluator since Ed McGlone resigned from the position. While other candidates have been interested, interest wanes when they realize it is a 25% appointment, without any compensation.

Objectives and Tasks currently defined, within the grant, for Year 2

Objectives:

- 3.1 Increase the amount of appropriate centralized data for strategic decision making by 50%.
- 3.2 Increase the number of identified strategic decision makers accessing the data warehouse to 100
- 3.3 Increase the satisfaction level of strategic decision makers in regards to appropriate data by 50%
- 3.4 Increase the effectiveness of student access to appropriate data by 50%

Tasks

- 2.1 Formulate plan to determine ESU's data needs for strategic decision makers and students
- 2.2 Implement plan to determine ESU's data needs for strategic decision makers
- 2.3 Implement plan to determine ESU's data needs for students
- 2.4 Determine appropriate data for strategic decision makers and students
- 2.5 Implement data to be made web accessible
- 2.6 Select decision makers and train them for access to data warehouse
- 2.7 Publicize access for student access
- 2.8 Evaluate year 2

Specific tasks being undertaken to meet the objectives, tasks and overall expectations of Year 2:

- 2.1 Restart recruitment for a Senior Institutional Researcher
- 2.2 Determine how to identify 'match' according to the communications with our interim project officer
- 2.3 Draw down our two-years worth of endowment -
- 2.4 Validate that all available data has been moved from legacy systems to data warehouse
- 2.5 Continue to 'cleanse' data that was moved from legacy systems to data warehouse
- 2.6 Continue to use data warehouse whenever possible for all ad hoc requests for data, queries and reports
- 2.7 Migrate current SQL-Server data warehouse structured and data to Oracle Data warehouse - to bring into alignment with the Banner initiative¹
- 2.8 Develop list of all ESU strategic decision makers - draft completed below. Please review this list carefully; we will add or delete individuals prior to beginning the next phase of our plans for year 2.

Name	Department
1 Ambrosio, Anthony	Teaching Enhancement Center
2 Anderson, Peggy	Graduate Studies
3 Backhus, DeWayne	Physical Sciences
4 Bartruff, Jim	Theatre
5 Baumbaugh, Lisa	Small Business Development Center
6 Baumgardner, Boyce	Foundation
7 Benjamin, Trudi	Trio Programs
8 Bennett, Phillip	Teachers College
9 Blaufuss, John	Controller
10 Bleeker, Gary	Liberal Arts & Sciences
11 Braun, Stacey	Coordinator, Judicial/Non Traditional Programs
12 Buechle, Marilyn	Student Affairs
13 Calhoun, Judith	Nursing
14 Cantona, Joe	Residential Life
15 Catt, Steve	Communication
16 Childress, Marc	Instructional Design and Technology
17 Clark, Larry	Jones Institute for Educational Excellence
18 Colorado, Zeni	TCS - Instructional Support
19 Corcoran, Connie	Assistant Director, Financial Aid
20 Davis, Joyce	Libraries and Archives
21 Dollar, Susan	Career Services
22 Dougherty, John	Internal Audit Services
23 Eddy, Laura	Admissions

¹ This will depend upon future discussions with Sungard SCT.

Name	Department
24 Ermler, Kathy	HPER
25 Estes, Glenda	School of Business
26 Falcetto, Larry	ACIS
27 Fillmore, Pam	Research and Grants
28 Flott, Kevin	SLIM
29 Goebel, Brad	Lifelong Learning
30 Goltra, Bob	Advising Center
31 Grover, Robert	Graduate
32 Hall, Tony	Printing Services
33 Harrell, Marvin	Immediate Past President, Faculty Senate
34 Harter, James	International Education
35 Hartman, William	Building Services
36 Hauke, Ray	Administration & Fiscal Affairs
37 Hawthorne, Dalene	Libraries and Archives
38 Helms, Marilyn	Administration and Fiscal Affairs
39 Henrie, Elaine	Financial Aid
40 Henry, Elaine	Art
41 Hite, Robert	School of Business
42 Hobson, Lynn	Memorial Union
43 Hoover, Chris	Police and Safety
44 Hoy, Jim	Great Plains Center
45 Kern, Barbara	Academic Affairs
46 Kohr, Carol	Fiscal Affairs
47 Kord, Jo	Recreation
48 Kramer, Sandra	Development
49 Kuhlmann, Diana	Fiscal Affairs
50 Landgren, Lyndel	Admissions
51 Locey, Elizabeth	Modern Languages and Literatures
52 Lyman, Lawrence	Elementary Education
53 Mann, Roy	Alumni Affairs
54 Matthews, Brandy	Associated Student Government
55 Mehring, Tes	Teachers' College
56 Miller, Marie	Music
57 Mingenback, Mary	Assistant Controller
58 Mohling, Dennis	Facility Services
59 Moore, Dwight	Honors Program
60 Neufeld, Patricia	Counselor Education
61 O'Neill, Ann	SLIM
62 Ott, Trisha	Foundation - Fiscal Affairs
63 Pangrac, Stan	Director of Facilities Planning
64 Patton, Cynthia	English
65 Pauls, Leo	Executive Director, Renaissance Group
66 Peterson, K. Sue	Office of Professional Education, TTC
67 Ramcharan, Shanti	Office of Disability Services
68 Rich, John	Associate Dean, School of Business
69 Robinson, Norma	Student Health
70 Robinson, Pat	Registrar

Name	Department
71 Roland, Dan	SLIM
72 Runge, Mark	Facility Services
73 Sacher, John	Social Sciences
74 Saunders, David	Vice President, Faculty Senate
75 Schallenkamp, Kay	President
76 Schreck, Christy	Office of Institutional Research
77 Schrock, Richard	Biological Sciences
78 Schroeder, Sandy	Fiscal Affairs
79 Schwenn, John	Academic Affairs
80 Scott, Jackie	Human Resources
81 Scott, Larry	Math and Computer Science
82 Slocombe, Thomas	MBA
83 Smith, William	Business Administration and Education
84 Sobieski, Rod	Liberal Arts & Sciences
85 Summey, Terri	Vice President, Faculty Senate
86 Swanson, Bo	Fiscal Affairs
87 Terrell, Nathaniel	Sociology and Anthropology
88 Vieweg, Bruce	TCS
89 Wade, Pat	Student life and counseling
90 Weaver, Ken	Psychology and Special Education
91 Weiser, Kent	Athletics
92 Wenger, Phyllis	President's Office
93 Werly, Marjorie	Public Affairs and Marketing
94 Will, Jerry	School Leadership
95 Williams, Jim	Student Affairs
96 Wolgrum, Angela	Budget
97 Woods, Sharon	Payroll
98 Wray, Tyler	Associated Student Government
99 Yanik, Joe	President, Faculty Senate
100 York, Joe	National Teachers' Hall of Fame
101 Zuber-Chall, Susan	Director, IRS, SLIM

- 2.9 Develop, deploy, and analyze satisfaction survey data from all decision makers regarding current data access
- 2.10 Develop list of all current reports and evaluate frequency of use
- 2.11 Develop, implement and deploy appropriate security processes and practices prior to allowing access to published reports and queries
- 2.12 Develop and provide training for the data warehouse where necessary
- 2.13 Develop and publish key reports and queries for strategic decision makers to access via the web (using Crystal Reports)
- 2.14 Develop 'needs assessment' survey for strategic decision makers
- 2.15 Conduct 'needs assessment' of strategic decision makers
- 2.16 Develop 'needs assessment' survey for students
- 2.17 Conduct 'needs assessment' survey of students
- 2.18 Develop structured interview regarding need for information to be

- conducted with selected strategic decision makers
- 2.19 Schedule one-on-one interviews with key University decision makers to determine 'highest' need for decision support – begin to identify the '12' numbers:
- 2.19.1 President Schallenkamp
 - 2.19.2 Vice President Ray Hauke
 - 2.19.3 Vice President John Schwenn
 - 2.19.4 Vice President Jim Williams
 - 2.19.5 Dean Bob Hite
 - 2.19.6 Dean Ann O'Neill
 - 2.19.7 Dean Rod Sobieski
 - 2.19.8 Dean Tes Mehring
 - 2.19.9 Dean Bob Grover
 - 2.19.10 Dean Joyce Davis
- 2.20 Develop communication plan for Title III
- 2.20.1 Update Title III web site with project related reports and plans
 - 2.20.2 Create communication to ESU community regarding Title III and its importance to ESU and to the Banner initiative
- 2.21 Update the project plan to reflect Year 2 activities

Agenda Items

1. Review status of Title III grant
2. Review plans for Year 2
3. Discuss opportunities for alignment with Banner initiative
4. Discuss possibilities for use of project-related carryover funds²
5. Review list of strategic decision makers

I am looking forward to meeting with you in January to further discuss the Title III project. Please let me know if you have additional items to add to the agenda, or any questions and/or comments on this information.

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² This will require permission of our Title III Project Officer; but I believe if we do not exceed the total amount requested, that all reasonable requests will be approved.