Campus Systems Executive Committee Annual Report for FY24

Background

The Campus Systems Executive Committee (CSEC) was created in 2006 as a communication and decision making body for the implementation of the PeopleSoft Student Administration system. Upon full implementation of the Student Administration (SA) system, the members of the committee kept this committee going to support on-going system enhancement efforts. In 2011, CSEC became the committee that was designated to review all 3rd-party business applications that would be part of the administrative services at UMBC. To do this we developed a business case form and have reviewed numerous business cases over the years.

During the implementation of PeopleSoft, the CSEC committee met weekly. After we had successfully gone live, we reduced this to bi-weekly. In 2021, we decided to reduce the CSEC meeting cadence to monthly and use the other meeting time each month to launch the Data Management Committee. There is significant overlap between the two committees because analytics and reporting are essential to the operations of our administrative systems.

This report summarizes activity for FY 24. In general, the committee meets virtually on the 4th Monday of each month from 12:30 to 1:45 pm

Co-Chairs:
Yvette Mozie-Ross, mozie@umbc.edu Enrollment Management, Jack Suess Jack@umbc.edu - DoIT

Facilitator: Arnold Foelster, Asst. VP, DoIT

Committee Roster:

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Yvette Mozie Mozie-Ross, mozie@umbc.edu - Enrollment Management
Becky Gotsch, rgotsch1@umbc.edu, Procurement

Organizing Principles

For this document our first effort was highlighting our charge and role in the institution.

Committee Charge:

The Campus Systems Executive Committee (CSEC) is responsible for the following activities:
1. To oversee the set of UMBC administrative systems that provide services and business processes to our UMBC community to ensure they meet the required needs and expectations of our community;
2. To ensure that units selecting UMBC administrative systems work to enhance the user experience of students, faculty, and staff through systems that meet modern standards for user interfaces, accessibility, cybersecurity, and privacy;
3. To ensure that the units overseeing these UMBC administrative systems work to both maximize the total value received from these systems in terms of functionality utilized and costs; and
4. To ensure that the units selecting these UMBC administrative systems consider the importance of system configuration and data integration across systems in their purchasing and staffing decisions.

To meet this charge, CSEC should be responsible for developing an assessment plan that collects data from the UMBC community, usage data from systems, and comparison data from

similar systems to inform that CSEC is meeting the four activities listed above or identify areas for improvement.

Structure and Organization of the CSEC:

CSEC may create subcommittees that will take responsibility for on-going activities to implement the initiatives identified by the CSEC. These subcommittees may include individuals not on CSEC but must have at least one standing member of CSEC overseeing the committee. Current subcommittees include:
  A. Post Production Advisory Committee[PPAC] (Jill, Pam, Connie)
  B. SA Academic Advisory Committee (Yvette)
  C. HR/SA Integration Committee (Ralph)
  D. Mobile/User experience (Ralph/Collier)
  E. Maryland Privacy Law (Jack)

FY24 Initiatives and Activities

The committee reviewed, commented on, and participated in the following activities and initiatives during the past fiscal year.

  A. **Transitioned from Joe Kirby to Arnold Foelster as CSEC Organizer**.
      Joe Kirby organized CSEC from the time that Michael Busges left UMBC in 2011. With Joe's retirement in 2024, CSEC transitioned in January to Arnold Foelster, Asst. VP. In addition DoIT launched its Project Management Office (PMO) and moved forward with initiating this change.
  B. **Implemented the FAFSA Simplification Act of 2023**.
      This [national legislation](#) implemented major changes to the Department of Education Title IV financial aid program. The Department of Education faced numerous technical challenges that caused delays. UMBC's Financial Aid department worked through these issues as well as any institution system enhancements needed to support our students.
  C. **Implemented the migration of Peoplesoft SA to Amazon AWS**.
      Amazon AWS provides a number of significant benefits in terms of performance, resilience, and the ability to improve cybersecurity over the on-campus environment. Peoplesoft Finance and HR were moved to AWS many years ago and the move of SA to AWS was delayed due to the pandemic. This project was restarted and completed in June 2024.
  D. **Launched work on Implementing the Maryland Higher Education Privacy Law**.
      With initial guidance received in June 2023, UMBC worked to implement the basic requirements of the Maryland Privacy law and develop a multi-year Privacy Program that will continue to evolve our practices.

E. **Review and Approve new 3rd Party Business Applications**
   The CSEC committee reviewed and approved the following business cases for
   implementation:
   a. Steppingblocks business process improvement for Careers, Graduate School,
      and OIA.
   b. Selected SAP Concur to replace internally developed travel system. Sponsor is
      Financial Services.
   c. Deployed the new myUMBC Help system in late-March.
   d. Upgraded ImageNow Document Management system, October 2023.
   e. Planning was begun to look at moving our HR system from PeopleSoft to
      Workday.
F. **Improve the student experience, especially for Mobile devices**.
   Starting in January a new subcommittee was formed that was co-chaired by Ralph and
   Collier. The subcommittee identified student SA functions that were not mobile enabled
   and/or used outdated web interfaces and developed a plan to address those SA
   functions with new functionality. These are being tested and will be deployed in August.

CSEC Plans for FY25

FY25 will both build on work that we have done in FY 24 and introduce new efforts to .

A. Implement Phase 1 of the Maryland Higher Education Privacy Law.
   a. Implement new Interim Privacy Policy by Oct 1, 2024 . Here is first draft
   b. Implement by October 1, 2024 the new Privacy web site, privacy.umbc.edu that
      will be modified after the U. Michigan ViziBlue.
   c. Finalize Privacy Program plan by 1/1/2025 and work on implementation.
B. Planning for the Modernization of HR/Finance to Workday
   a. Identify implementation options that we could explore based on other USM
      institutions going to Workday. This could include UMGC, MD Connect, and UMd
      versus doing this entirely from scratch.
   b. Develop a discovery RFP that will review our business goals and staffing needs
      based on the approach we take, develop an estimate of the costs to implement
      HR and Finance.
   c. Develop a presentation with options for costs and risks for Senior Leadership.
C. Implement new travel system using SAP Concur
   a. Finalize design requirements for the implementation and negotiate final contracts
      by October 2024.
   b. Procure and Implement new system by April 2025.
   c. Training and rollout of new system May 2025-August 2025.
   d. Deprecate current travel system August 15, 2025.

D. Modernization of student and faculty facing administrative systems
   a. Develop a business case for implementing the Highpoint Degree Planner product to automatically create optimized planned schedules for all students.
   b. Review functionality and consider developing a business case for implementing the Highpoint Advising Relationship Management product to enhance faculty advising
   c. Review functionality for milestones and develop a process for graduate programs can update their milestones.
   d. Review functionality for academic success case management.
      i. Identify design requirements and products during spring 2025 with a proposal for implementation in FY26.
   e. Review functionality of Interfolio Faculty Lifecycle Management for tracking faculty appointments.
      i. Develop design requirements for the implementation and negotiate final contracts - Fall 2024.
      ii. Develop business process to integrate faculty appointments with Human Resources
      iii. Implement functionality in spring 2025.
   f. Salesforce and Student recruitment
      i. Working with SEP, develop plans for expanding salesforce CRM by end of 2024.
      ii. Develop implementation plan for advancing the use of the CRM in both recruitment and other functions. Spring 2025.

Finally, we expect that as the subcommittees get underway, there will be additional items identified as high priority for implementation in FY25.