March 12, 2012

MICHELLE WHITTINGHAM
Associate Vice Chancellor, EM
GREG GAITHER
Interim Director, ITS
JENNIFER BROWN
Administrative Manager, FDM
F. JOEL FERGUSON
CEP Representative
ANDREA HESSE
Director, Academic CRM
KATHIE KENYON
Assistant Dean, PBSci
KIRK LEW
Assistant Vice Chancellor, BAS
JIM MOORE
Director, Graduate Admissions
JAYE PADGETT
Senate Representative
JAMES PHILLIPS
Director, ITS
JAMES RAMSEY
CAFA Student Representative
KIMBERLY REGISTER
Planning and Budget
TCHAD SANGER
Associate Registrar

Dear Colleagues:

Re: Request to Participate on the Advisory Committee on Academic Systems (ACAS)

As you know, I have been named Steward of the Academic Information Systems (AIS), and am forming a steering committee to help set strategy, resource allocation, and high-level priorities for the system. In consultation with Vice Chancellor Doyle, we have also determined that this group should serve as the steering committee for the eCommons system. Thank you for agreeing to be a member of this important committee.

AIS, eCommons, and the continuous improvement of our academic systems, have a foundational role in campus achievement of our Five for 2015. The fast, efficient, and intuitive operation of these systems will be a significant factor in student self-advising, staff time management, smoothing the
transition from general to discipline advising, and achievement of the campus’ goals toward retention and graduation. EVC Galloway has indicated strong support for the potentials of enhanced use of our academic systems. One of our most important functions will be to define and prioritize changes to these systems, and to seek additional resources when needed.

AIS is comprised of the Oracle Campus Solutions software suite and several related or supporting applications, including the Graduate Admissions Review Portal (GARP), the Narrative Evaluation System (NES), Resource25, the Transfer Credit Summary System (TCSS), the Evaluation Data System (EDS), Cognos, additional integrated systems existing or proposed, and the faculty, staff, and student portal. eCommons is the campus implementation of the Sakai learning environment.

AIS is the system of record for Academic Advising, Undergraduate and Graduate Admissions, Financial Aid, Student Business Services, and Student Records. eCommons is the course management system of choice for classes and the core component of online instructor evaluation.

The ACAS will provide vision and general oversight for the technical and functional teams that support these systems, will review and approve major projects and strategies, provide representation of campus constituents, and communicate decisions and activities to those constituents. Michelle Whittingham and Greg Gaither will serve as co-chairs on this committee. Within my role as Steward, I will be working closely with Interim Director Gaither, Director Phillips, and Vice Chancellor Doyle to implement the priorities that we establish.

As a committee member you are asked to provide a campus-wide perspective on AIS and eCommons and to help:

• Set general direction for ongoing and future system development
• Advocate for resources to support projects and operations
• Evaluate and provide guidance on issues related to policy, risk, and compliance
• Prioritize goals and objectives to demonstrate their importance and urgency to the campus
• Review and recommend upgrade plans and expenditures
• Provide information and advice about other campus plans that may impact the academic system
• Advise on the approval of major modifications to the system

The first meeting of this committee will occur in the coming weeks. I appreciate your engagement in the strategic vision and governance of critical campus resources.

Sincerely,

[Signature]
Richard Hughey
Vice Provost and Dean of
Undergraduate Education
cc: EVC Galloway
    Vice Chancellors
    Deans
    Vice Provosts