Following is a list of the next suggested priorities for development of technological solutions to streamline common administrative processes. The applications suggested are tools that would be useful to any academic department in any college, and some suggested applications would have a broader appeal. They are listed in ranked order, with application number 1 having the highest priority.

1. Facilities/person management application
2. Graduate student tracking application
3. UG student tracking application
4. Academic personnel management application
5. Web-based voting tool

Facilities/person management application
Useful to administrative and academic units, alike. ADMAN understands that Rebecca Nord and Dave McKinnon of ARM are currently putting together an RFP that is intended to address some of the needs included in our description below, so any development in this area will naturally involve that team.

Track:
   a. Space, including room #, square footage, function (office, lab, conf rm, support rm, etc.), number of work stations
   b. Keys (key inventory, key tree, assigned to, approved by name, date issued/returned)
   c. Data and voice NAMs, including billing for each
   d. Room assignments (person name, title, group name)
   e. Copy cards (number, issued to, date issued/returned, billing ID)
   f. Other equipment issued to person? E.g, cell phone, laptop, etc ???

The idea is that one application will be used by several staff with varying responsibilities. IET currently has an application they use in-house that does some of what we’re seeking – it’s their on-boarding/off-boarding tool.

Scenarios:
   a. 20 new graduate students fall quarter and we need to assign them each a work station, issue them a key, and perhaps issue other equipment/items to each student. I need to know what space we have available to be able to assign to the grad students and who else is assigned to that same room so I can make a decision about who goes where. Each student is then issued a key, and perhaps a copy card, perhaps other items.
b. Room #212 is being changed from a postdoc office to a faculty office. What’s the size of the room? What keys work on that lock, who has keys to that room, what other key number can/should be assigned to that room given its new use? Here a key inventory and key tree (hierarchy) are important. Does the room have an active voice and data connection? What accounts are being charged for those NAMs?

c. Keys on hand – we’re expecting 20 new grad students who’ll be assigned to offices. Do we have enough keys on hand to issue or do we need to order more?

d. Copy cards – how many do we have, who has a card, when were they issued/returned, what account is tied to each card for billing purposes, which copiers do they work on?

Graduate Student Tracking Application
We have collective need for an application that allows a department to follow the progress of its graduate student population from admission through graduation, and into alumni status. The CBS graduate tracking database is an excellent example. An application that includes electronic routing of the typical graduate student forms (advancement to candidacy, PEPs, formation of dissertation committee) would be even better, and one that combines employment information with academic progress information would be better yet! Departments staff need to verify graduate student eligibility for employment (GPA, employment max, good standing, etc.), and produce reports for planning and tracking financial support (GSR, TA, block grant award, other fellowships). These activities are currently very cumbersome.

Office of Graduate Studies is working on development of a tracking application, so activity in this area will naturally involve that office.

UG Student Tracking
We have collective need for an application that allows a department to follow the progress of its undergraduate student populations from admission to the major through graduation, and into alumni status.

- Electronic student files, shared by academic advising staff at all levels: dept, college, student affairs.
- Electronic routing of petitions, e.g., change of major and minor petitions.
- Pre-requisite cross-check (developed and in production in L&S)
- Degree certification (developed and in production in L&S)

It’s our understanding that Vice Provost Pat Turner has dedicated funds to build a tool like this for the campus and that it has the full support of Associate Deans across campus. We believe the College of L&S programmers are currently working on a project for E-student files. The L&S team has already
developed and implemented a degree certification application and a pre-requisite checking application. The broad dissemination of these existing applications on a short time-scale is to be encouraged!

**Academic Personnel**
Department staff need relevant information at their finger tips and that can be filtered as need arises. These are often staff without access to the payroll/personnel system yet have need of information contained in those systems.

**Postdoctoral Scholars**
Track years of service (UC policy places a max of 5 years on postdocs, with 1 year extension possible by exception), visa status, faculty mentor, appointment dates.

**Junior Specialists**
Track years of service (UC policy places a max of 2 years), visa status, faculty mentor, appointment dates.

**Specialists, Project Scientists, Researchers**
Appointment dates, advancement schedule (date of previous advancements, eligibility for next advancement), date of hire, age, ethnicity, awards.

**Faculty**
Appointment dates, advancement schedule (date of previous advancements, eligibility for next advancement), date of hire, age, ethnicity, awards, sabbatical leave credit accrual and usage, emergency contact information.

**Unit 18 Lecturers**
Appointment dates, terms of service, advancement schedule (date of previous advancements, eligibility for next advancement), date of hire, education level, age, ethnicity, awards, emergency contact information.

**Web-based voting tool**
A web-based voting tool that could be used for various things, including academic appointment/merit/promotion, but also other polls as needed, e.g., department initiatives, a retreat, any activity that involves polling the participants.

The voting application would need management/user permissions, roles (for voting groups, e.g., faculty by rank, staff, Academic Federation), automated email notification and reminders to those who have not yet voted, ability to upload files to review prior to a vote (e.g., instructions, or material for review prior to vote), open/close date/time, report capture/printing (results of the vote, including voter comments, how many eligible/yes/no/abstain/didn’t vote).