Members Present:
Lisa Blake, Plant Biology
Denise Christensen, Engineering
Lourdes Gomez, Student Affairs
Mary Ann Mellor, School of Education
Allison Mitchell, Information & Education Technology
Letha Sines, University Outreach & International Programs
Darla Tafoya, L&S: HARC

Members Absent:
Lisa Blake, Plant Biology
Debra Frega-Decker – BIA
Dinah Greenstreet, Vet Med
Sandy Higby, UCDHS
Nikki Humphreys - ANR
Tammy McNiff, OCCR
Karen Nofziger, HARC-
Nora Orozco, CAES
Becky Robinson, BME
Cindy Simmons – L &S Social Sciences
Susan Sainz, L&S
Binnie Singh, Academic Personnel
Lisa Finnegan – Graduate Studies
Sara Reed, CA&ES BFTV Cluster
Rosemary Martin Ocampo – Graduate Studies
Jessica Potts, L&S, MPS
Carla Munoz, Biological Science
Lisa Borchard, Undergraduate Studies
Joan Zimmermann, School of Education
Meshell Hays, Computer Science

Standing agenda items:

• Standing Committee Reports

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ABOG - No Update

AADI – Discussion about whether IET might consider additional programming support from AADI to assist in the continued development of the ESP (Equipment Systems and Personnel) System. Allison was asked to speak with developers in IET to see if they would like to have programming support from AADI (Ag). Additionally, AADI is supporting the Automated Course Evaluation (ACE) system which is in development with piloting projected for this summer.

CCC&D - No update

CCFIT – Is preparing for their June meeting with the Provost. Following that meeting Nora will update ADMAN on the recommendations and proposals CCFIT presented at to the Provost.

KUALI RICE – No update

UC PATH Steering Committee – no update

HRIC/HRAC - NO Update

EDTECH – NO Update

SSC - This week the organizational excellence survey was sent out to participating units. OE had determined the areas for improvement and was surveying users on their priorities. Areas included CMS; Communication, etc. This was the survey that was initially circulated in ARM and Student Affairs had asked that the survey be shared more broadly to include all current participating units. The intention is to utilize user feedback for improvement particularly where clarity is lacking around language or process for example: What’s the difference between Rush/Emergency. The results of the survey will be shared with the group. Simultaneously Organizational Excellence is doing process mapping to determine what practices or steps are not adding value to our Shared services process. OE is also working to develop a clear map of what responsibilities belong to the unit or to shared services.

SDAAC- Letha shared with ADMAN that Lourdes Gomez will be our new ADMAN representative to SDACC.

At the May meeting Ken Burtis made a presentation on the 2020 Initiative http://chancellor.ucdavis.edu/initiatives/2020_Initiative/index.html The core of the discussion was related to how the 2020 initiative will help diversify the international culture of the campus as well as help with the current financial constraints. Campus administration is committed to building a strong framework to accommodate the
increase in students, particularly international students. This will include proportional increases in UCD staff in positions that provide services to serving such as in Housing and the Dining Commons. Increases in staffing that are more than proportional include student advising (academic/student advisors have informed campus that international students may require as much as 50% additional support during their academic career at UC Davis). Other resources that will be strengthened include ESL, CAPS, orientation, and summer experiences. There will also be the addition of a new (to be built) Lecture Hall on California Avenue, and new sections are being opened for “bottlenecked” courses.

The discussion touched on the importance of balancing admissions across disciplines on campus. A current discussion is in progress regarding the idea to add student advisors that are skilled in both student academic advising and visa/immigration advising. Currently the thinking is that these first-year advisors would be added to the SISS office with reporting lines to particular Colleges and Schools.

Student recruitment continues to focus on GPA qualifications so that admitted international students are the same academic quality as admitted domestic students. It is not the campus’ intention to create inequities. In terms of admissions it is also the campus’ intention to broaden recruitment efforts beyond Asia.

To support the increase in students and faculty campus is conducting facilities audits to determine how buildings are currently utilized. Topics such as how we are going to broaden faculty diversity and staff diversity as well as cultural sensitivity and diversity training continue to be a considered. The 2020 Initiative is focusing on the M-2 model http://chancellor.ucdavis.edu/local_resources/pdfs/joint%20-report%20-2020-task-forces.pdf (p.16) which is viewed as the strongest model for projected costs. Current estimates project $38,000,000 in revenues – however, UC Davis will be at a 30 million dollar deficit for retirement and health care costs at the same time. During the May Regents meeting, Governor Brown announced he did not want further student fee increases for the remainder of his administration’s term; this announcement will potentially impact the funding model for the 2020 initiative. Lastly, as the 2020 initiative planning phase is in its final transition, the expectation is that it will become part of the campus fabric and will no longer be labeled as an initiative. There are currently 2020 start-up funds available and proposals for needed/suggested resources can be submitted to Ken Burtis via future@ucdavis.edu.

TIF
TIF Notes 4/24/13 – Tracy Lade

Box.com
Campus has been looking to recommend a drop-box like tool (think SkyDrive, GoogleDocs). After review of the options, IET is recommending Box.com

Student Services Center / Student Advising Portal
Elias Lopes, Registrar, discussed plans for a “student services center” on the UCD website – a one-stop-shop where students would start to get basic information, e.g., course schedules, financial aid, student accounting, student life. The name of this student service center (or portal) has not yet been determined – Student Affairs will be going through a marketing process to name the tool.

The student services center will also serve as a communication tool with students, using EduStream technology. Once logged in, messaging through EduStream will suit the user, e.g., student will see their course schedule, get messages regarding items for SmartSite, etc. There will be a knowledge base for self-serving, but then some sort of chat feature where the student could ask a live person a question. How that live chat will work is up for discussion, but it’s the same as idea as we’ve all seen used in other places (renting a car or booking airline tickets online; logging into our insurance provider web sites, etc.)

The user interface for the student services center will go through student review to make sure it suits their needs/preferences.
SISWeb piece of the new online student service center has a goal to go live November 2013. May phase in colleges for use.

Minh Nguyen, Asst Dean L&S, discussed the ug “Student Advising Portal.” The tool is broadly used across L&S for ug academic advising and many of the tools within the system will be available for all campus users by May 1st. Student records in L&S are all electronic. Incorporating change of major and other petitions is in development. Note from Tracy Lade: If you have not yet seen the L&S ug advising application I highly recommend you seek it out as it’s extremely user friendly and has some very nifty tools built in, some of which will be made available to students through the campus Student Services Center, e.g., what-if GPA scenarios... what if I get a B in this class, how will that affect my UC GPA?

More on EduStream: This is a tool used for messaging. The application has an API and can be used with other applications, e.g., student advising. This tool will facilitate our ability to target messages to individual students. Think of a student logging into the “Student Services Center” to check their student account, but while they’re there they see a message from your dept academic advisor streaming across the web page – COME SEE ME!

MyUCDavis for faculty and staff is undergoing change – for the better, we hope!

**CBS Grad Tracking System (GTS)**

Over the past ~9 years CBS has been developing its own tool for tracking graduate students in their departments and programs. A few years ago the college made this tool available for other non-CBS units to use. There are now about 50 graduate programs using the application.

A financial application is in development, with financial support for development provided by the Provost. The application has the same look/feel as the Grad Tracking System and a user can move easily from one application to the other, though access is controlled separately. So if an MSO wanted a staff member to be able to use GTS but not see the financial application, that will be do-able.

**Grad student eligibility for employment:** There is a report within GTS that answers all the questions we have when it comes to verifying eligibility for employment, including work in-progress units! Very useful!

**GradHub v. 0.1.5**

Eli Richmond discussed development of GradHub by the Office of Graduate Studies, stressing that the application is in its relative infancy, hence the version number cited in the header here: v. 0.1.5. There’s lots of overlap between GradHub and GTS. **NOTE FROM TRACY:** Data in GradHub is not reliable at this time, e.g., the list of “Active” students for a program includes *many* students who have not be enrolled in a long time (think 10+ years). Right now GradHub has e-doc attachment capability (attach a pdf doc to a student e-record) whereas GTS does not. Reports can filtered and exported to Excel for additional manipulation. Eventually, GradHub will include workflow routing, e.g., petitions, applications, but Eli said this is a “long term” plan. Another goal is to have admissions documents feed into an active student file.

It was requested that GradHub be demonstrated to MSO/CAO types, not just shown at quarterly Grad Studies meetings with department SAOs. Perhaps an invite to an ADMAN meeting is in order.

GTS and GradHub are clearly duplicative systems. The application developers will begin working together late fall 2013 to determine a path forward that brings the campus “one” system. The delay is because CBS would like to complete the financial module and get that in production so it can be used by CBS and other campus units who are interested while further development of GradHub takes place. My guess is that ultimately GradHub will be the application used by campus, but GTS is the better application at this point in time, and I think academic units will find the financial module of GTS extremely useful.

There was talk about BANNER and how access is heavily restricted, but oftentimes a user requesting access needs access only to information that is not really sensitive, e.g., course scheduling. It was suggested that those non-sensitive modules be made more easily accessible.

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**Old Business**

**Nimbleness Committee:**
Discussion of the proposed reconstitution of the Nimbleness Committee. The Committee would remain an ADMAN committee but Karen Hull would be invited to co-chair with ADMAN chair. The new model would do away with the quarterly meetings with Central campus leadership and instead would adopt a form more like ADDI. Each year, ADMAN members would be appointed to a two-year term on Nimbleness. The committee would be approximately 8 people. In September, the committee would choose two projects that we would want to pursue in more depth for implementation on campus. The committee would then work with Key leadership on campus to make the business case for implementation. For example if ADMAN were to choose to support campus-wide implementation of one EDMS system that would include Academic units – Nimbleness would meet with key players in IET; ARM; Academic units to collect data and prepare a business case for implementation that would then be proposed to Provost Hexter.

Discussion centered on whether ADMAN wants to go to this new model. The concern being that the old model might still be what we need. The previous model meant meeting quarterly or semi-annually with central Campus leadership. If the Provost, through a charge letter to ADMAN and campus leadership including OE, supported this format the Nimbleness meetings might still provide a rare opportunity to elevate common process and procedural problems to the level of leadership authority that could quickly effect the necessary change. The request was made, that before we adopt this new model, we revisit the previous Nimbleness Committee charge from Virginia Hinshaw.

New Business:

A request was made to schedule Police Chief Carmichael to present on the benefits of “Key Cards” to campus buildings. There is interest among ADMAN members to know if there is a central plan to rekeying buildings with key cards. Will there be particular systems recommended. The cost of keys and the insecure nature of student keys particularly raised these questions for ADMAN. MaryAnn will follow-up.

A request was also made to invite Karl Mohr and Ken Burtis to ADMAN to present on the 2020 initiative, particularly as it applies to staff on campus. MaryAnn will follow-up.

Next meeting:  

**June 20th, 3-5pm, 357 Hutchison**