Introduction

During the 2017-2018 academic year, IT will continue its progress on the initiatives outlined in IT’s Strategic Plan and on IT’s work related to Sustainable Excellence.

Sustainable Excellence, Strategic Initiatives, Annual Goals, and Impacts

Information Technology’s divisional initiatives support the Gettysburg College community and the College’s Strategic Directions. Goals, initiatives, and impacts fall into several categories: Teaching & Learning, Governance & Policy, Mobile, Wireless & Infrastructure, Resources, and Ongoing Services.

Sustainable Excellence

IT is working with the College to reallocate resources while at the same time preserving a high standard of service.

- Align services and business processes to sustainable excellence reallocations
  - Plan, implement, and assess self-service where appropriate and feasible
  - Implement cost cutting cable TV alternatives
  - Address IT related items from Sustainable Excellence findings

Teaching & Learning

IT is working with the Academic division on many projects and initiatives ranging from classroom upgrades to workshops for faculty. Five initiatives from IT’s strategic plan and associated annual goals are outlined below.

- Incorporate innovative classroom and lab designs
  - Investigate wireless presentation approaches that are consistent with Gettysburg’s infrastructure and security environment
- Continue the collaborative work with Provost Office and Facilities on classroom projects
  - Maintain and support Enhanced Learning Spaces and upgrade fifteen rooms
- Establish a process to continually evaluate the pedagogical uses of technology and new technology in higher education including Massively Open Online Courses (MOOC) & Open Educational Resources (OER)
- Support collaborative course initiative with Juniata and Washington & Jefferson Colleges
- Support pilot low residency summer Gettysburg College courses
- Write assessment for pilot low residency summer Gettysburg College courses
- Support Council on Independent Colleges shared courses

- Coordination with the Provost Office, Library, and Johnson Center for Creative Teaching and Learning on Educational Technology Issues:
  - Support and/or develop faculty and student training workshops with the Johnson Center for Creative Teaching, Library, and Provost Office
  - Support the Faculty Personnel Committee and Provost Office with digital material submissions
  - Promote and deliver two IT Summer Campus
  - Initiate new IT Digital Fellows program to support technology in academic departments
  - Move mobile course schedule builder into production

**Gettysburg College Capital Projects**

The following **annual goals** relate to the College’s Capital Projects.

- **Admissions Addition**
  - Implement Video Wall
  - Implement Audio in Welcome Center
  - Implement technology in meeting rooms and offices as designed

- **Dining Addition**
  - Implement audio and video in meeting rooms and main dining area as designed

- **CUB**
  - Implement audio and video in meeting rooms and offices as designed
  - Implement information panels throughout CUB
  - Support information panels in main food area as designed
  - Implement patio audio as designed
Gettysburg College Strategic Plan

The following annual goals relate to the College’s Strategic Plan.

- Innovation
  - Continue development of an Innovation and Creativity Lab in HUB space of West Building
  - Support web redesign
  - Support investigation of CRM for Admissions

Governance & Policy

The majority of campus members engage with IT through our governance support groups and policies that inform both IT and the campus about what services and equipment are available with current institutional resources. Project and information sharing governance committees coupled with thoughtful and empowering policies are the foundation for successful communications. These communications result in effective project management, adjustments to improve customer satisfaction, and increased efficiency in business processes. The following annual goals related to IT’s strategic initiatives are planned for the next academic year.

- IT Leadership, Collaboration, and Access to the CIO
  - Host open meeting hours in coffee commons attended by VP and AVP of IT
  - Meet monthly with library
  - Participate on COLA, APPC, and ETC committees

Mobile, Wireless, & Infrastructure

For the majority of our communications and content consumption, the Gettysburg College community uses smartphones, tablets, and laptops. The bandwidth in and out of the campus and the wireless infrastructure must be robust and have the ability to handle the amount of traffic needed by campus members. Two initiatives from IT’s strategic plan and associated annual goals are outlined below.

- Continue an aggressive campaign to add access and capacity to the College’s wireless infrastructure.
  - Continue to add access points as dead spots come to light as highlighted by campus members
  - Install additional in-building wireless access points in the most congested areas of campus
  - Install multiple low power microcell wireless access point units in selected residential halls to provide saturation coverage.
o Install several new strategically positioned outdoor access points to enhance wireless connectivity to the north (Clarke Field, baseball fields, tennis and intramural fields)

o Study and increase the speed and data handling capacity of the campus backbone fiber ring from 10 gb/s to 40 gb/s (extensible to 100 gb/s) and backhaul capabilities of wireless aggregation points as needed due to increased wireless access points and traffic

- Enhance mobile access to campus data and services
  o Continue pilot mobile course evaluation initiative

Ongoing Services

IT continues its work to improve ongoing services and to ensure the health of campus technology. Three initiatives from IT’s strategic plan and associated annual goals are outlined below.

- Develop IT Inclusion Action Plan (IAP)
  o Ensure that IT has inclusive hiring practices by reviewing concepts from Building an Inclusive Search Workshops and Inclusion Advocate Program for Staff
  o Increase the diversity of students in STEM programs by supporting S-STEM Laptop program
  o Expand technology and STEM opportunities to a diverse group of students through IT’s student intern program
  o Create a more inclusive social environment by continuing work with ATO
  o Build tools to improve access to course profile data by working with faculty group to review and define course profile data
  o Build tools to provide historic departmental profile data
  o Create a more inclusive campus environment by having two IT members continue as IDI Facilitators
  o Create a more inclusive campus environment by having IT members be aware of the opportunity to take the IDI
  o Hold discussions with IT Leadership related to PC diversity readings
  o Increase diversity in technology related fields by promote to the 11th and 12th grades in Adams County, the Networking and Systems Tech Prep Program to increase diversity in the program.
  o Support the secure reporting of climate study findings as determined by the committee
  o Support CART and foreign language needs at special events
  o Incorporate findings from climate study report into IT’s annual goals
• Maintain and enhance campus IT services
  o Negotiate new internet contracts
  o Implement new internet service from multiple providers
  o Move forward with transition to Windows 10
  o Participate in MISO Survey
  o Perform annual audit (Format of audit to be determined)
  o Perform enterprise system upgrades, projects, and activities including:
    ▪ Direct Deposit of Employee Expense Reimbursements
    ▪ Direct Deposit of Student Refunds
    ▪ CNAV Aliases for Sorority/Fraternity Sophomores, Juniors, & Seniors
    ▪ Financial Aid Prior Prior Year enhancement to OnBase
    ▪ PeopleSoft HCM Update Image 9.2.022 (04/21/17- Bundle 24 & Tax Update 17-B )
    ▪ PeopleSoft Convert CS 9.2 and Financials 9.2 Crystal Reports to BI Publisher
    ▪ PeopleSoft HCM Update Image 9.2.023 (07/14/17 release date - Tax Update 17-C)
    ▪ 25Live Upgrade to Version 28
    ▪ PeopleSoft CS 9.0 bundle 46 - Regs 1 2018-2019 (7/28/17 release date)
    ▪ HighPoint Mobile Campus Solutions 5.1.11 upgrade (related to CS Bundle 46)
    ▪ Advance Web version 2016 & Oracle 12c upgrade with VOC & Data Connector testing
    ▪ PeopleSoft Campus Solutions 9.2 Upgrade with an upgrade to PeopleTools 8.55
    ▪ PeopleSoft HCM Update Image 9.2.024 (10/06/17 release date - Tax Update 17-D)
    ▪ PeopleSoft HCM Update Image 9.2.025 (12/01/17 release date - Tax Update 17-E)
    ▪ PeopleSoft CS 9.0 bundle 47 - Regs 2 2018-2019 (10/28/17 release date)
    ▪ HighPoint Mobile Campus Solutions 5.1.12 upgrade (related to CS Bundle 47)
    ▪ Server replacement for SQL Server databases impacting their software applications
    ▪ PeopleSoft Financials 9.2 Upgrade to Image 22 (Dec 2016 release)
    ▪ Server replacement for CNAV production and non-production environments
    ▪ CNAV and Content Management System Oracle 12c database upgrade
o Enhance systems supporting annual business processes on campus including:
  - New Parent Dashboard 2017 Enhancements (parents of First Year students only)
  - First Year student & new parent dashboard data load changes PS to Advance (I5 & I6)
  - Modify iModules gift report
  - Tool Updates for the Center for Global Education (CGE)

o Develop new custom applications including
  - OnBase Gift Processing Project – Account Creation Form with workflow
  - Add email field for meeting sponsor - coordinate with Sue Plank
  - College Board school load/update and refresh list
  - Transfer Ratings/RATE row
  - Add EPS and Regional Rep to GBC.PRSPCT_CAR
  - Amend GBCSA133, GBCSA134, GBCSA135, and GBCSA136 to include an option to select on primary address country
  - Load prospects into PeopleSoft using Financial Aid ISIR data
  - Campus Visit Schedule Tool (VisitDays vendor hosted solution) - data integration
  - Corrections to the Athletic Training Room Medical Recheck form
  - Create new fund, SU for Suspense, allocation code OTDSG, modify all references
  - HEP Matching Gift data in Advance
  - Add the Class field to the data entry options for the Departmental Receipt data entry
  - Modify acknowledgement tool for Donor Advised Funds
  - Auto-generate employment letter for Personal Action Form (PAF)
  - Course Evaluations with Mobile Solution
  - Academic Policy and Program Committee (APPC) - OnBase new online forms & workflow
  - HR Tree Maintenance Tools
  - Athletic Early Read preliminary rating
  - Build preferred address view
  - Internal myG searchmatch/post
  - Loads with blank CEEB - don't fill in
  - Add SEVIS data to CAO post (passport required to issue I-20)
  - AP and TOEFL data load to CTM/File Parser based prospect load
  - Move Admission's regional recruiter assignment into PeopleSoft
  - Create mobile friendly Employee Transportation Request form for new College policies
  - Transportation: New Administration Tools
Transportation: New Driver Signup Tool
Direct Deposit of Employee Expense Reimbursements
Compliance Training Tracking in PeopleSoft integrated with OnBase document management.
Lawroom Title IX training - push/pull data integration & Shibboleth single sign-on.
Add a non-response notification to the VOCs OnBase System
Email notification of employee bio demo updates from PeopleSoft HCM to Advance
Email notification of student data updates from PeopleSoft to Advance changes
New Degree Planning Tool in Campus Mobile
Key Performance Indicators for the Provost Office
Psychology 101 Subject Pool tool enhancements in CNAV
HighPoint Mobile - Degree Progress implementation and campus rollout
PeopleSoft Faculty Center - Advisor ability to remove registration hold
IDS Major - Develop new pages in PeopleSoft to replace paper forms
PeopleSoft iNAS Critical Fix for Financial Aid
Capture additional data elements from CISCO including IP address
Create a diversity dashboard - phase 2
Open Enrollment Data Loaded to PS automatically with data clean up
HR Benefits Open Enrollment Dashboard for New Hires (Requirements)
OnBase - new Defer Queue for Appeal processing
Back scan of paper documents into the OnBase document management system
Report On Campus Visits for Admitted Students using PS Financial Aid data
HR Onboarding hire form packet
Implement Schedule Builder from HighPoint Mobile
New PeopleSoft process - generate Participation & Recognition report for OnBase
OnBase scan, index and load Participation & Recognition report for students
OnBase Gift Processing – Virtual Batch Scanning of docs from Advance to OnBase
Transfer Credit Approval Process
OnBase - DocuComp Project
Develop a Performance Management Review System
Data Cleanup of PO Boxes
Student Employment Spreadsheet Upload Processing into PeopleSoft HR
- OnBase Full Text Indexing Autonomy IDOL - development & implementation
- Student ID Card Scan to identify students Age 21 and Over
- Provost Office Data Cleanup