

**Office of the CIO
Annual Imperatives
2003-2004**

Project	Description	Annual Imperative
Administrative Systems Review / Replacement	<p>Replacement of the Administrative Systems is a top priority that will have a long-term impact. To begin this project, these first steps in this multi-year project will be completed:</p> <ul style="list-style-type: none"> ○ to gather and prioritize detailed requirements for a new system ○ to use the information gathered to craft a Request for Proposal (RFP) ○ continued planning for next steps of the process 	1,4,5,7
Blackboard 6 upgrade	An upgrade to Blackboard 6 will allow for further enhancements to the Course Management System and Portal.	1,4,5,7
BGSU Web Content Management System Implementation	Introduction of a Content Management System for the BGSU website. The implementation of a CMS will allow for a more streamlined and efficient approach to web design, maintenance and content management.	1,3,5,7

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Project	Description	Annual Imperative
CampusEAI Oracle Portal Grant	Completion of the CampusEAI (Enterprise Application Integration) Oracle Portal Grant. If awarded the grant, a portal-grant team will be formed, project plan created and alpha pilot testing completed.	1,4,5,7
Cell Phones	<p>A project will be initiated to provide a centrally supported campus wide cell phone provider that will</p> <ul style="list-style-type: none"> ○ help reduce costs to departments as well as ○ provide a program for students that may generate some income. <p>This process will be completed through an RFP that will be designed in accordance with Jan Ruffner of Purchasing and will eliminate the need for campus wide independent contracts.</p>	2,7
Classroom Technology Equipment Plan	Initial implementation of a continuing plan to provide consistent, standard technology for instructional purposes throughout campus classrooms. The Classroom Technology Working Group plan provides for newly installed or upgraded technology for 160 classrooms. The plan also encompasses strategy for this equipment to be replaced on a four-year cycle.	1,4,7
Desktop Replacement Process Accessible via the Web	The annual process for identifying replacement desktop systems will be completed via the web, replacing the current paper process.	7

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Develop Personal Technology Trainer (PTT) Program for Adult Learners	Review of the current Personal Technology Trainer (PTT) program offered through Student Tech for potential adaptation and implementation with the Adult Learners Orientation Program. This is a cooperative effort being reviewed by Continuing Education and Student Tech.	5, 7
Disaster Recovery Plan - Testing	To successfully complete, by the end of the calendar year 2003, an offsite test of the disaster plan at the Sungard test site.	7
Disaster Recovery Plan - Hayes Hall Building Plan	An expansion of the campus wide Disaster Recover Plan to produce a document with procedures for a Hayes Hall Emergency Response Plan.	7
eTime for Students -Implementation of Kronos	A project to provide campus with an electronic time collection system that allows students to use an automated means to track their work time. The system also provides supervisors with an automated review process and eases the workload by online time reporting.	7
Event Planning Software	Coordinate and lead the project to install and implement new event planning applications software.	7

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Investigate DARS (DARWIN)	DARS is the Degree Audit System and a new version of this system is available. Will review the need to upgrade to the new version, comparing this with the potential integration of a new administrative system.	7
JAQs	The grading of Administrative Staff position through the use of the Job Analysis Questionnaire is extremely important to each staff member. Grading them appropriately allows for fair compensation and growth. The Office of the CIO has committed to re-writing many of the JAQs for positions to make sure they are placed in their appropriate levels. Many of these are completed with more to be worked on over the next year.	7
Personal Technology Trainer (PTT) Program Expansion	The Personal Technology Trainer program is a one-on-one peer tutoring experience where students learn computer software through hands-on training. Students needing assistance identify their software training needs and are paired with a Student Tech student employee who has the appropriate background to meet those needs. Students can meet with a peer tutor as many times as necessary to learn a series of software packages at a beginning, intermediate, or advanced level. Expansion of this one-to-one tutoring program will benefit students in their use of technology.	1,7

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Print Management software for Printing from Mainframe	Implementation of Levi, Ray & Shoup's Print (LRS) management system to help the Registrar's Office replace their outdated and expensive Xerox printer. This implementation will make the process more efficient and the process will benefit from support from ITS staff.	7
Residence Life Technology Plan	Assist Residence Life with the creation of their own technology plan. This document must fully integrate with the Office of the CIO's plan.	1,6,7
SPAM Filtering	SPAM received via e-mail is a source of many complaints. SPAM arrives in the e-mail system in many forms and the majority of it is non-productive. Installation of new technology to allow for filtering of SPAM messages will be implemented in conjunction with the current e-mail system.	7
Staffing	During challenging budget periods, opportunities surface to make adjustments in people duties and responsibilities as well as redefining positions. The area has been diligent with this over the past few years and intend to keep pursuing creative ways of expanding the use of staff.	7

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Student Domain Creation	The student population will be added to the Windows Domain and Active Directory so that they can take advantage of the benefits associated with having a personalized desktop environment that follows them. This environment will be available on any University desktop system that is part of the Windows Domain.	7
Student Tech Tutorials	Open "24 x 7", the Student Tech website includes over two dozen technology tutorials in the following categories: Computer System, Internet, Task Based, and University Based. □ Representative titles include: "What are Computer Viruses?", "How Do I Use a Search Engine?", "How Do I Shoot and Edit Digital Video?", "What Can I Do with My BGSU and Blackboard?", etc. The materials available via this method will be expanded.	1,7
Support of Retention Initiatives	This is to support any projects identified as related to retention or enrollment from a technical standpoint. This has been identified in the Academic Plan as a top priority.	7

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Technology Education Consulting Specialists (TECS) Program Expansion	Through the TECS Program a student or students are paired with a faculty member for a specific project. The project will embrace technology in the teaching environment and expand the understanding and use of technology for instructional purposes by that faculty member. The involvement in this program will be expanded.	4,7
Technology Fair Expansion	The Tech Fair has been a very successful event sponsored in previous years by the offices of the Executive Vice-President and the Office of the CIO. The Student Technology Center is the area coordinating this event. Because of its success, the event will be expanded and will be held in the Grand Ballroom of the Bowen-Thompson Student Union on October 23, 2003. The focus will increase with more displays attracting many high school students as well as faculty and vendors. As an outreach to high school students, a web design contest and prizes will be incorporated.	2,7

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Technology Workshop Collaboration with Faculty	Faculty who seek technology assistance for students in their classes can collaborate with the Student Technology Center to design their courses to best take advantage of the services and programs offered by StudentTech. Depending on the nature of the class, large and small group workshops, one-on-one or long-term tutoring, and/or the use of specialized technology equipment may be utilized to meet the needs of students. The goal is to increase the number of faculty collaborating with Student Tech to take advantage of their services.	4,7
Telephone Billing System (Pinnacle) Implementation	Implementation of the Pinnacle system as the telephone billing system. The system will allow for billing to departments and individuals online as well as paper if needed and detail if requested. Student telephone billing which had been outsourced will once again be handed internally.	7

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