

Venue

Met in office of VP Planning and Development – 9 a.m. – 11:00

Participants

Rich Keller, Nick Emery, Jack Herman, Cheryl Medearis, Paul Robertson

Meeting purpose

Brief review of current status of Jenzabar usage at SGU and consideration of future directions for enhancing usage for benefit of students, staff, and faculty

A. History and Current Configuration

SGU initiated Jenzabar use in 2004. Rich Keller led process of transferring over from previous data management system. Some of the Jenzabar modules SGU has are not being used, including the Admissions and Advising modules.

Advising module could help SGU stay in touch with candidates for admission and would provide an opportunity for prospective students to get a Jenzabar ID. Students currently get IDs once they register.

SGU does not do online registration. It was done one time in past. Jenzabar, as it is configured now, has the capability. There were concerns about students signing up for courses they did not need for a degree.

The Jenzabar server is local. Training by Jenzabar consultants is done in GoToMeeting format.

B. Challenges and responses needed

Staff and faculty buy-in is an ongoing issue. Administration must address this.

Technology staff need more support, additional personnel.

Report writing is a key function and all departments rely on one person, Nick Emery, to provide this. He indicates need for more persons to be able to use Infomaker to extract data from Jenzabar and is working to get a report writing group together. Jack Herman notes many had this training but the effort did not produce desired results. Need to support this effort (see

Budget for IT training is minimal – review process

Recruitment: Ensure that the policy on recruitment is followed and that personnel in a department are involved in search-and-screen process for employees and that they are consulted regarding contract personnel who may be detailed to their operation as well.

Discrepancy noted for data on enrollment: p. 22 of 2015 self-study document notes 801 students for fall semester 2014, and that figure does not fit with report from system (Nick will be following up with the figures and we'll correct as needed.)

C. Strengths

Continuity of knowledgeable personnel

Students can access information about scholarships, bills, over Jenzabar

System data are used to generate reports including for IPEDS and those are reliable.

D. Recommended directions for Jenzabar usage at SGU

System upgrade from Web Ex to JICS (Jenzabar Internet Campus Solutions) is a need. Purchase of JICS was recommended to administration in the past. Jenzabar no longer supports Web Ex, which creates problems in system maintenance. The JICS web-based interface would give staff ease of access – instead of installing Jenzabar on the computers of each of those who need access. In addition, JICS has more functionality than Web Ex. JICS is especially geared toward faculty use and includes a platform for online course delivery. In addition, staff could view their accounts and payroll information. Students would view the same materials.

Strengthen Jenzabar use component of student orientation

Encourage use of MyJenzabar.net – request user names and passwords – it lets you log in and there are several free trainings. It provides you with an overview of your module and its capabilities. They also have go-to meetings. The listserv is helpful.

Augment Jenzabar support staff

Faculty input attendance; connect attendance with retention and possible early alert notifications re. student attendance; faculty input grades; faculty use LMS from JICS if purchased to place course materials online and to do online courses.

Administration work with faculty to enhance usage.

E. Planning – short term actions

Orientation – meet with responsible parties – agenda setters and review – Cheryl and Paul – discuss and determine follow-up plan

Report writing group – discuss further with Nick Emery – idea of doing a standing committee with functional charge to do institutional effectiveness research was discussed. Possible to set up an okolakiciye to do this and could strengthen by including requirement to carry out the in-house research and to learn to do reports using infomaker. Paul - need to follow up on this with Nick.

Notes from "Enhancing Jenzabar Usage at SGU" meeting, March 17, 2015

JICS – need to update figures on cost to purchase and do needed training. Rick will do this. Paul and Cheryl – take to President's Council along with cost-benefit analysis

Practice of hiring and contracting – need to ensure that people being recruited for work in specialty areas are qualified and are vetted by the people who know the need – Cheryl and Paul work on this and take to President's Council.