

iSIS Roles & Responsibilities Matrix
Includes Proposed Temporary Assignments while the iSIS Coordinator Position is Vacant
Last Update: August 31, 2010

Current iSIS Roles & Responsibilities Matrix by Committee or Team:

ROLE	NAME(S)	RESPONSIBILITIES	NOTES/ISSUES
Computing Executive Committee (CEC)	Ken Stafford (CIO) Bruce Shubert (V.P for Admin. & Finance) Pat Bosco (Vice President – Student Life) April Mason (Provost and Senior Vice President) Jeff Morris (Vice President-Comm. And Marketing)	<ul style="list-style-type: none"> ✓ Responsible for resolving issues that cannot be resolved at other levels ✓ Reviews and approves major investment decisions and/or resource allocations related to iSIS. 	
iSIS Coordinator	Vacant	<ul style="list-style-type: none"> ✓ Coordinate the Steering Committee ✓ Coordinate the iSIS Development & Support Team ✓ Coordinate analysis of iSIS system modification and enhancement requests 	It is anticipated that a position for an iSIS product coordinator/manger will be filled after the CIO is hired and determines future direction.
iSIS Steering Committee	<p><u>Coordinator</u> Lynn Carlin /Loren Wilson</p> <p><u>Current Members</u> Loren Wilson (ISO) Lynn Carlin (Provost Office) David Deiker (College of Tech & Aviation, iSIS Task Force Chair) Jennifer Gehrt (VPAF) Larry Moeder (SFA & Undergraduate Admission) Monty Nielsen (Registrar's Office) David Rintoul (Biology, Faculty Senate Rep) Carol Shanklin (Graduate School) Ellen Stauffer (DCE) Fran Willbrant (Controller) Jan Elsasser (Student Life) Rebecca Gould (iTAC) Kelli Cox (Planning & Analysis) Alison Wheatley (Arts & Sciences – Advising) Annie Oliver – (Student Body Vice President)</p> <p>James Lyall (VPITS) * Rob Caffey (OME) * Diana Blake (ISO) * John Letourneau (ISO) * Chih-Ching Ma (ISO) *</p> <p>* IT management attends as needed.</p>	<p>The primary purpose of the iSIS Steering Committee is to set strategic direction and define priorities across the functional units to ensure iSIS meets the needs of students, faculty and staff. The committee broadly represents the functional roles within iSIS, including the student, financial, and academic components. The Steering Committee provides high-level direction and coordination, provide resources and makes recommendations regarding the allocation of resources.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> ✓ Provides guidance and identifies issues for the ISIS Coordinator and iSIS Operations Planning Team.. ✓ Mediates conflicting priorities or differing departmental perspectives in relation to iSIS implementation ✓ Review and consider recommendations for needed policies or policy changes. ✓ Reviews and makes recommendations for allocation and commitment of resources. ✓ Provides ongoing oversight review of large iSIS projects and initiatives. ✓ Encourages ownership of iSIS initiatives, including cross-functional ownership, and endorsement of iSIS policies. ✓ Encourages a collaborative work environment. 	In the absence of the iSIS coordinator position, Carlin /Wilson will coordinate pending decisions by CIO regarding future direction.

ROLE	NAME(S)	RESPONSIBILITIES	NOTES/ISSUES
ISIS Task Force	<p>David Delker (Associate Dean, Technology & Aviation, Chair)</p> <p>Karen Pence (Assistant Dean, Human Ecology, Secretary)</p> <p>Dan Moser (Academic Affairs)</p> <p>Lynn Carlin (Provost's Office)</p> <p>Mike Crow (Registrar's Office)</p> <p>Brad Cunningham (Business Administration)</p> <p>Christine Wilson (Agriculture)</p> <p>Lisa Last (Architecture)</p> <p>Linda Morse (Continuing Education)</p> <p>Alice Niedfeldt (Business Administration)</p> <p>Monty Nielsen (Registrar)</p> <p>Mike Perl (Education)</p> <p>Susan Alsop(Arts and Sciences)</p> <p>Larry Satzler (Engineering)</p> <p>Kevin Lease (Graduate School)</p> <p>Marian Tilford (Agriculture)</p> <p>Alison Wheatley (Arts and Sciences)</p> <p>Judy Lynch, Academic Assistance Center</p> <p>Loren Wilson, ISO *</p> <p>John Letourneau, ISO *</p> <p>Rebecca Gould, iTAC*</p> <p>* ITS representatives attend in an advisory capacity as needed.</p>	<p>The iSIS Task Force is a subcommittee of the Council on Academic Policies and Procedures (CAPP) that began meeting in January 2006 to determine academic procedural guidelines for implementing iSIS. This committee serves a key role in communicating and implementing changes in iSIS to their respective colleges.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> ✓ Communications/training ✓ As a subcommittee of CAPP, determine academic procedural guidelines with regard to iSIS. ✓ Coordinate implementation and communicate iSIS changes within colleges. ✓ Collaborate across colleges to resolve iSIS issues. ✓ Recommend changes about what can be done to improve things in iSIS on behalf of colleges ✓ Participate in testing and have an understanding of changes within iSIS so that they are better able to support their colleges. 	

ROLE	NAME(S)	RESPONSIBILITIES	NOTES/ISSUES
iSIS Operations Planning Team	<u>Coordinator</u> iSIS Coordinator (vacant) Chih-Ching Ma (ISO) is currently serving as facilitator. <u>Current Members</u> Robert Gamez (Financial Aid) Tanya McGee (Financial Aid) Della Cook (Financial Aid – ISO) Doug Ackley (Student Financials) Jim Badders (Student Financials) Bryan Kraus (Student Financials) Samatha Gangapuram (Student Financials – ISO) Mike Crow (Student Records) Charlotte Pfaff (Student Records) Paul Abitz (Student Records – ISO) Jim Grimwood (ISO) Nick Austin (Undergraduate Admissions) Sara Blankley (Undergraduate Admissions) Rhiannon Englert (Undergraduate Admissions) Scott Schlender (Graduate School) Mike Ediger (Admissions – ISO) John Letourneau (ISO) Chih-Ching Ma (ISO) Mark Grinter (ISO) Bryan Arthaud-Day (Technology Training & Communication – iTAC) Anne Stearns (Planning and Analysis) David Warren (Planning and Analysis)	The iSIS Operations Planning Team is comprised of technical and functional team leads and is responsible for the day-to-day operations and deliverables for iSIS. <u>Responsibilities</u> <ul style="list-style-type: none"> ✓ Cross functional communication and ensure issue resolution. ✓ Communication with external constituents. ✓ Technical design of the module and the interfaces. ✓ Gap analysis of the module and the interfaces. ✓ Process mapping of the module and the interfaces. ✓ Test plans. ✓ End-user documentation. ✓ Assist in application set-up and configuration. ✓ Identification and communication of cross functional issues and processes ✓ To be the second line of support (first line of support being Helpdesk) on technical and business process issues relating to student systems. 	This team meets bi-weekly and coordinates work around the iSIS operations calendar which is based on the University Academic Calendar.
iSIS Campus Community and Self-Service Team *** NEW *** (Proposed by Operations Planning Team)	<u>Coordinator</u> Jan Elsasser <u>Proposed Members</u> [Add list of members]	[Insert the group's charge and responsibilities]	Decision made spring 2010 to put development of a new team on hold pending review of iSIS advisory, governance, and development structures by new CIO.