Email ID Requirement Implementation Committee Agenda

9/20/02 3:00 PM 230B McVey Hall

1. Introductions

2. Committee Charter
   a. Identify all necessary steps to implement the recommendations by the Data Stewards by 2/1/03 (if possible).
   b. Identify required resources to complete these steps and notify Data Stewards if resources are "unavailable".
   c. Define a high-level project schedule with key milestone implementation sequence,
   d. Define project initiation launch with campus communication plan throughout the implementation.
   e. Contact pertinent parties to execute these steps.
   f. Notify Data Stewards of any problems or issues that need to be forwarded to the President's staff.
   g. Provide monthly updates to the Data Stewards on the project's progress.

3. Distribution and Review of Recommendations

4. Future Meeting Schedule

5. Tasks/Issues
   a. Define types of communication to be sent via email. (*Reference “Employee - Core Recommendation I.”*)
      • Official communication to individuals (students, faculty and staff)?
      • Official communication to groups of individuals?
      • Official notification for confirmation of receipt of email?
   b. Define classifications of communication to be sent via email.
      • Criticality – Low, Medium, High
      • Type of Information – General, policies, personal, etc.
      • Timing – Immediate delivery, end of day, etc.
c. Address email and information delivery issues.
   • Who will send out mass email communications? *(Reference “Employee – Implementation Recommendation K.”)*
   • Alternate methods of delivery of official communication. *(Reference “Employee – Implementation Recommendation F.”)*
   • Self-service applications. *(Reference “Employee – Implementation Recommendation L.”)*

d. Identify what criteria should be used to determine who and when an email ID should be generated.
   • Students – Point of application or admit? *(Reference “Student Recommendation 1 and 2”)*.
   • Employees – Point of hire. *(Reference “Employee – Implementation Recommendation A”)*.

e. Identify what criteria should be used to determine who and when an email ID should be deactivated or deleted.
   • Students – Point of termination or graduation? After certain period of time? Kept for alumni? *(Reference “Student Recommendation 3, 4 and 5”)*.
   • Employees – Point of termination or retirement? After certain period of time? *(Reference “Employee – Implementation Recommendation C”)*.

f. Define employee and student responsibility for regarding email.
   • Read *(Reference “Employee – Core Recommendation IV”)*.
   • Work restrictions *(Reference “Employee – Implementation Recommendation D”)*.
   • Auto-forward *(Reference “Employee – Core Recommendation III”)*.

g. Define organizational responsibility regarding email.
   • Supervisors – type of communication delivery. *(Reference “Employee – Implementation Recommendation G”)*.
   • Departments – access to computers for employees. *(Reference “Employee – Implementation Recommendation H”)*.
   • Institutional (HR/IT?) – training and documentation to use and auto-forward email. *(Reference “Employee – Implementation Recommendation I and J”)*.
h. Define Public Relations campaign. (Reference “Employee – Implementation Recommendation D” and all other pertinent employee and student recommendations.)
   • Content
   • Frequency
   • Target audience

i. Employee termination issues.
   • Separation Sheets (Reference “Employee – Implementation Recommendation B”.)

j. Technical issues.
   • Email address – (Reference “Employee – Core Recommendation II”.)
   • Automatic Creation - (Reference “Employee – Core Recommendation III”.)
   • Automatic termination/deactivation of IDs (Reference “Employee – Implementation Recommendation C”.)
   • How to create email IDs for current students and employees without one?
   • Automated email ID distribution lists.

k. Estimation of resources and costs.
   • Base implementation of generation of email IDs. Including additional email licenses for alumni and/or retirees?
   • Pilot project (Reference “Employee – Implementation Recommendation M”.)

l. Project plan.