

Senate Council
May 13, 2013
eCATS Timeline

May 10, 2010:

SC members engaged in a discussion about the SharePoint site, and noted that the functioning of the site was not user friendly and required an inordinate amount of time to do anything. As a result, much of the time and attention spent by council coordinators no longer focused on the details of specific curricular proposals, but rather were focused on the many steps required to manipulate documents in and out of SharePoint. While the intent was admirable and the efforts of TASC greatly appreciated, the SharePoint site was not fulfilling its original intent to be a shared database between all the councils to help contact persons and others track proposals. Because the data were often incorrect due to the intricacies of moving around within the site, coordinators were obligated to spend more time dealing with SharePoint than with paying attention to details of the proposals themselves.

Grossman moved that the SC not renew the use of SharePoint for the fall semester, and that the SC empower the Chair to be the contact person with Information Technology to identify an alternate document handling system to accomplish similar goals. Anderson seconded.

There was brief discussion, including the possibility that an alternative might not found prior to the fall semester. Grossman stated that if that occurred, the councils would revert to their previous method of transmitting curricular approvals via email attachment.

A vote was taken and the motion passed with none opposed.

Summer 2011

Piloting and training in select colleges, summer 2011

August 5, 2011 (snippet from SC minutes): The Chair asked Mrs. Brothers to give an update on the status of the document handling system. Mrs. Brothers did so, noting that it would be completely online and linked to SAP, and that course proposals would be piloted in a few colleges during the fall semester.

Grossman commented that the dean of the Graduate School, Jeannine Blackwell, suggested that she post a spreadsheet of courses online for people to refer to in the meantime. The Chair added that the Provost has given his financial support to the document handling system, and Chief Information Officer Vince Kellen said that he would see the project through to completion.

(continued)

Fall 2011:

SC members participate in testing, fall 2011.

Arts and Sciences fully participates in eCATS in fall 2011 – first college-wide pilot.

First courses from AS moved through eCATS in November 2011.

Report from Anna Bosch to Senate on AS use of eCATS on December 12, 2011.

Spring 2012:

AS pilot continues.

Working out bugs and glitches.

Summer 2012:

Planning for training sessions across campus with all colleges.

Fall 2012:

Begin campuswide pilot.

Spring 2013:

Continuing campuswide pilot.

Evaluate the pros and cons of continuing with eCATS.

Unresolved eCATS Issues (May 2013)

Senate Council issues (from February 2013 meeting with IT) that are still unresolved:

1. Delay between email notification and actual appearance in Workflow of up to one day.
2. When anyone clicks on a proposal, the new, readable format should be what appears, not the version that looks like a screen print.
3. There needs to be a way to save and print all attachments at once, not individually. It would be best if this could include the proposal itself. Require all attachments to be submitted a PDF. (This becomes irrelevant if eCATS can support a one-button "save all" and "print all" button.)
4. Make the Comments Box more visible to users.
5. eCATS Forms - Please create electronic check to ensure there is data within a course form.
6. Information from the screen print-type form is not transferred to what is on "Generate Form."

Graduate Council Issues (from separate February 2013 meeting with IT) that are still unresolved:

1. Change the workflow to reflect the changes to the approval process instituted by Senate last may for HCCC courses and programs. Right now, none of these courses can be processed through the workflow.
2. Find a way to archive all completed, approved course proposals for 12-13 and archive them in a place that is accessible in eCats or on a public web site. These proposals need to keep all document attachments intact.
3. We need a way to roll over all course proposals that are still in the workflow for the next academic year.
4. On the Course tracking page, we need the ability to sort by location and approval action (which council is it at? Approved by whom?) and then export that sorting as a spreadsheet.
5. Ability for Roshan (and other Council personnel) to return a course directly to the original contact person for the course when we need changes. And for that person to send the changes directly back to the Council personnel.
6. We need training by UKIT for colleges and faculty on how to use eCats. Other than the few sessions we had last summer, there have been none.
7. Courses that are fully approved should change to GREEN.

Steps for Office of the Senate Council to Process ONE Course Proposal

Processing a course via eCATS:

1. Notice is received via email of Batch received – lists course number.
2. Each Batch is written down.
 - a. Verify the receipt against the Workflow Items.
 - b. Verify the date received in eCATS.
3. Open internet explorer.
4. Open Link blue.
5. Open My UK.
6. Type user name and password.
7. Open Enterprise Services.
8. Open Workflow Items.
9. Scroll list to find courses highlighted in Black.
10. Open course.
11. Click "Display File."
12. Click "Print form."
13. Open attachment(s) – could be 1 to 4.
14. Print attachment(s) – could be 1 to 4.
15. Click Generate Report.
16. Open File.
17. Print.
18. Click "Do not want to save."
19. Click "Assign to me."
20. Assemble all forms after printing.
21. Scan completed file to me.
22. Open file.
23. Go to J Drive.
24. Open Transmittal folder.
25. Select appropriate academic year.
26. Select appropriate council (UC, GC, HCCC).
27. Make a folder for date of receipt.
28. Save file to transmittal council selected.

Processing a course via an emailed PDF:

1. Course received from council (UC, GC, HCCC).
2. Print cover sheet showing course(s) being sent.
3. Save file(s) with "other actions."
4. Click "Save Attachments."
5. All items highlighted, hit "OK."
6. Open J drive.
7. Open transmittals.
8. Open appropriate council.
9. Open Year.
10. Make folder for date.
11. Hit OK (all file(s) are saved with attachments).
12. Save message to date as "msg."