HCM Academic Management Discovery

November 20, 2019
1:30 p.m. – 3:00 p.m.

WebEx or In Person
700 University Drive, Suite 104 Room 113
College Station, TX 77840

1. Welcome & Roll Call
   5 minutes

2. Action Item Review
   30 minutes
   a. Doodle Poll for Spring Meetings https://doodle.com/poll/skkf4cwdwv9vd2xu
      Will resend Doodle Poll with expanded times for Monday and Wednesday mornings; will finalize time at December 4 meeting
   b. Review draft project scope and vote for approval

   Project Scope as proposed 11.20.2019

   Identify software to facilitate processes and management of tenured/tenure-track faculty and fixed-term academic professional track faculty (as defined by System Policy 12.01 and System Policy 12.07) for:

   1) recruiting and hiring
   2) promotion, review and tenure, including annual evaluation review, tenure review, post-tenure review
   3) tracking CV, publications and promotion documents
   4) administrative and accreditation reporting
   5) documenting compensation and internal market comparisons

   Software solution must

   1) meet technology standards as required by the state of Texas and/or the A&M System
   2) be a cloud-based, software-as-a-service (SaaS) product
   3) be effective, efficient, easy-to-use software to support institutional business needs
   4) be able to integrate with current A&M System software systems

   Questions:

   Will members be able to convert current data/systems? Yes, it will be part of the implementation plan
Will the new software be able to integrate with current HR system, Workday? Yes, there will be the ability to integrate, it may be a matter of implementation work difficulties.

Are Maestro and Academics Analytics examples of SaaS products? Maestro is not; Academic Analytics is used by TAMU.

Can users download output into an Excel or Word document? Include in requirements.

Do each of the software vendors pass the voluntary product accessibility template (VPAT) and section 508? Will need to research that; and can add to the requirements list. Online websites with Interfolio and Workday indicate they are both VPAT compliant.

i. Voted to approve proposed scope by all members

c. Update on software applications
   i. Quality Measures – no information found on software
   ii. AEFIS – information from website discussed

3. New Items
   40 minutes
   a. Report out from Business Requirements Task Force – Sanfrena Britt
      i. The Task Force reviewed the spreadsheet with draft requirements; they had already shared the spreadsheet with HR, Provost Council, academic deans/chairs, and institutional research and IPEDs groups; will gather feedback from those groups.
      ii. Discussed adding, deleting or combining items; refined categories, and how to rate the values for the requirements
         Desired = not imperative, something wanted
         Important = not a dealbreaker, but something to be considered
         Critical = must have it or we won’t consider it
         Not Needed = if agreed, the item will be removed from the requirements
         If vendor does not meet critical items would be a good idea to pass on that vendor
      iii. Task Force report back on December 2 with concise requirements of most-important pieces for software to have; draft list will be presented at next working group meeting on December 4.

b. Software preliminary shortlist
   i. Voted to remove two software applications from consideration
      1. Quality Measures - members think this is actually Digital Measures; will remove Quality Measures from consideration
      2. Digital Measures – application does not support recruiting requirements
   ii. Voted to continue consideration of four
      1. AEFIS – members want information from company to confirm solution/product
2. Interfolio
3. Workday
4. Sedona – members want information from company to confirm solution/product
c. Syncplicity folders for sharing materials
   i. Members will receive email invitation to share Working Group folder with meeting notes, vendor information and business requirements

4. Questions/Concerns
5 minutes
  a. None

5. Next Steps
5 minutes
  a. New Doodle Poll will be sent to members by 11/21/2019 - DeAnna
  b. Return business requirements (draft) by 12/2/2019 – Task Force
  c. Spring Meetings to be finalized at 12/4/2019 – Working Group
  d. Syncplicity link to be sent to members by 11/21/2019 - DeAnna
  e. Research VPAT requirements on all vendors by 12/4/2019 - DeAnna
  f. Research with Sedona and AEFIS their solutions/product for 12/4/2019 - DeAnna

Next meeting December 4, 1:30 pm – 3:00 pm, WebEx and Moore Connolly Building Room 122
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<tr>
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<th>Name</th>
<th>A&amp;M System Member</th>
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<tr>
<td>1</td>
<td>Dr. Rahim Quazi</td>
<td>Prairie View A&amp;M University</td>
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<td>2</td>
<td>Dr. Diane Taylor</td>
<td>Tarleton State University</td>
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<td>3</td>
<td>Dr. David Ragsdale</td>
<td>Texas A&amp;M AgriLife Research</td>
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<td>4</td>
<td>Lona Warren</td>
<td>Texas A&amp;M Engineering Experiment Station</td>
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<td>5</td>
<td>Dr. Blanca Lupiani</td>
<td>Texas A&amp;M Health Science Center, Texas A&amp;M University at Galveston, Texas A&amp;M University</td>
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<td>6</td>
<td>Dr. Stephen Duffy</td>
<td>Texas A&amp;M International University</td>
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<td>7</td>
<td>Sanfrena Britt</td>
<td>Texas A&amp;M University - Central Texas</td>
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<td>8</td>
<td>Tammi Thompson</td>
<td>Texas A&amp;M University - Commerce</td>
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<td>9</td>
<td>Dr. Michael Rendon</td>
<td>Texas A&amp;M University - Corpus Christi</td>
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<td>10</td>
<td>Dr. Jaya Goswami</td>
<td>Texas A&amp;M University - Kingsville</td>
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<td>Amy Lewis</td>
<td>Texas A&amp;M University - San Antonio</td>
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<td>12</td>
<td>Dr. David Reavis</td>
<td>Texas A&amp;M University - Texarkana</td>
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<td>15</td>
<td>Dr. Kristina Drumheller</td>
<td>West Texas A&amp;M University</td>
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<td>13</td>
<td>DeAnna White</td>
<td>The Texas A&amp;M University System</td>
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<td>James Ross</td>
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<td>Brad Blair</td>
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