

REQUEST DATE 10/14/11 (MM/DD/YY)

REQUESTER / SPONSOR INFORMATION

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PROJECT INFORMATION

Title	SDRC Student Data Processing Automation		
Level	Single Division/College	Type	New Application
Purpose	<p>The problem of filling out numerous paper forms per student (avg of five and sometimes with a lot of the same information) and storing them in paper file folders</p> <p>affects SDRC management, students (400-500 per semester), and SDRC counselors</p> <p>the impact of which is : inability to do predictive analysis that would allow for better planning, difficulty in reading handwritten notes, less safe and secure information, waste of paper, and time to fill out the numerous forms</p> <p>a successful solution would be to customize PeopleSoft HCM to support the data entry, approval, and printing needs of SDRC for student accommodations.</p>		
Alternatives	<p>Four alternatives were considered and Option 1 is preferred:</p> <ol style="list-style-type: none"> 1. Develop custom Student Accommodation screens (with some printing capabilities) within PeopleSoft HCM Student Records and move existing information out of the PeopleSoft HCM Human Records module. <p>Pros: Digital information is more safe and secure than paper files, keeps all student information within PeopleSoft HCM, and removes Student information out of Human Resources before the Human Resources module moves to a separate common system.</p> <p>Cons: Customization to PeopleSoft HCM</p> <p>Cost: \$0</p> <ol style="list-style-type: none"> 2. Contract for the Georgia Tech's hosted Student Accommodation Management System. <p>Pros: Speed of implementation and reduced amount of needed HSU ITS programmer services</p> <p>Cons: \$4,000 annual licensing and hosting fees with the potential for database and file attachment storage fees if the base amounts of 5 MB and 100 MB, respectively, are exceeded). Sensitive student information is transferred off-site, does not eliminate entering state required information into PeopleSoft HCM</p> <p>Cost: \$4,000 per year</p> <ol style="list-style-type: none"> 3. Reduce the number of forms, make them electronic, and store in an electronic file folders. <p>Pros: Requires no HSU ITS programmer resources, can be done at any time.</p> <p>Cons: Does not resolve the paper consumption, reading handwriting, or time to fill out forms</p> <p>Cost: \$0.</p>		

4. Create an Oracle APEX application that integrates with PeopleSoft HCM Pros: No PeopleSoft HCM customization Cons: Creates a separate database with sensitive student information Cost: \$0			
Alignment with Goals	Increased retention and improved student success.		
Deadline	06/30/12 (MM/DD/YY)	No Hard Deadline <input checked="" type="checkbox"/>	
Deadline Reason	Funding is available for this project through the end of FY 2011-2012. Ideally, this project should be ready to support students for June 2012 HOP and the Early Start Program.		
Considerations / Dependencies	1. SDRC's review of information collected on the current forms and identify the names and items to include in the system (forms are inconsistent).		
Resources	SDRC Director, SDRC Counselor, SDRC Front Desk, ITS UIS Programmer		
Estimated Cost	Initial	Annual	Budgeted <input checked="" type="checkbox"/>
Affected System(s) / Module(s) PeopleSoft HCM Student Records			
Other	1. \$4,000.00 per year is budgeted for purchasing a third-party service. This money could be used instead for contracting the development of the proposed solution. 2. Internal estimate to code the proposed work is roughly 160 hours (maybe less after looking at SLO and Chico mods). 3. Implementing this project will allow us to position SDRC to provide additional on-line services like View Instructor Accommodation and Services, Make Alternative Media Requests, Make Test Accommodations through HSU's future portal (refer to San Luis Obispo and Chico). 4. Implementing this project provides the student accommodations information that the Testing Center's GWPE Automated Registration Process project phase 2 needs. 5. High-level workflow and page design are attached. 6. SDRC will continue to use network folders to store scanned Disability Verification forms due the relatively low volume (versus moving to NOLIJ).		