



MEMORANDUM

TO: President's Staff
Chief Academic Officers
Chief Campus Business Officers
IT Directors

FROM: John D. Petersen

DATE: December 18, 2007

SUBJECT: Student Information System Implementation Update

The implementation of a common student information system (SIS) is underway. As we move forward on the SIS initiative, it is important for those involved in this project to have a common understanding of the processes and desired outcomes. The following guidelines govern this initiative:

- All campuses will use the SunGard Banner product to support the core student processes including catalog management, admissions, registration, student records, and accounts receivable, as well as the web functionality students and faculty have become accustomed to using.
- Separate software instances shall be used for each campus.
- Best practices will be deployed as part of the implementation process with a desire to use the software as written with minimum extensions.
- Campuses will have the flexibility to make customizations and use third-party software to supplement the core, but are encouraged to collaborate, where feasible, to maximize the use of university resources through the uniform deployment of technology. This includes collaborations for services that may support other technology needs.
- Some standardization will be required. In general, these areas pertain to fulfilling required university, state, and reporting needs (examples: THEC, IPEDS, IRS, SACS, UT Scorecard); processes necessary to facilitate multi-campus programs

including support of a university-wide distance education initiative; and processes required to support a seamless student transfer process.

- The use of SSNs as an internal identifier shall be minimized.
- The system SIS office will be responsible for the coordination of SIS-related procurements, serve as the primary SunGard Banner contact, coordinate implementation efforts across the campuses with an emphasis on building a transparent and inclusive support structure that encourages collaboration, and ensure technology decisions align with university goals.

We recognize the Chattanooga campus as having a critical need and that need has top priority in this system-wide implementation process. It is, however, imperative that all campuses work together to address those decisions where standardization is required.

We are in the process of preparing an RFP for project management and implementation support and plan to have this process finalized by mid-January with an implementation partner selected by the end of February. The Martin campus has also stepped forward to provide guidance and assistance. This is an excellent example of how the system should work together. I appreciate their willingness to bring their expertise to help others.

To ensure you remain fully engaged in this effort, please provide David Millhorn with a list of key participants recommended for inclusion on the SIS Advisory Committee by January 11. The participants should include representation from all areas affected by this project.

Please share this information with others who need knowledge of this initiative. If you have questions, please refer them to David Millhorn or me.