



Dynamic Campus

College Pre-Assessment Documentation Request & Tracking Form

Due Dates: Highlighted items 2/6/2015, all other items 2/11/2015

This form along with all documents and questions should be directed to: Donna Alexander, Dynamic Campus Solutions Architect.
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 Phone: (813) 625-8595

Institution Name: Eastern Wyoming College
 Contact Name: Dr. Dee Ludwig
 Contact Title: CIO, Vice President for Learning
 Contact Phone Number: 307-532-8221
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General Information from each College			
Documentation	Rationale	URL / Document Name	Date Submitted
1. Organization Charts (names/titles)	Identification of human resources; creation of interview schedules	https://ewc.wy.edu/about-eastern-wyoming-college/data-planning/commission-projects/ EWC Organizational Chart – Data Personnel	2/6/2015
2. Strategic Plan	Identification of strategic initiatives pertaining to data management and reporting. Possible insight into institutional metrics	https://ewc.wy.edu/about-eastern-wyoming-college/data-planning/commission-projects/ EWC Strategic Planning 2014-2015	
3. Any prior assessment reports associated with data management and reporting	Insight into institutional metrics	http://uqwf03nohvf4b5l9s1r9ke214de.wpengine.netdna-cdn.com/wp-content/uploads/2014/08/FALL-2013-Enrollment-Report-Final.pdf FALL 2013 Enrollment Report Final http://ewc.wy.edu/documents/2015/02/outcomes-assessment-report-2013-2014-final.pdf	



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		2013-2014 Outcomes Assessment Report Final https://ewc.wy.edu/about-eastern-wyoming-college/data-planning/commission-projects/ EWC – National Community College Benchmark Project Report	
4. Project Plans & Project Reports for current or future data management and reporting initiatives	Understand current and future focus of institution	N/A	
IT Supplied Information			
Documentation	Rationale	URL / Document Name	Date Submitted
5. IT Department Organization Chart (names/titles/job descriptions) emphasis on individuals involved in data management and reporting	Identification of technology human resources; creation of interview schedules	https://ewc.wy.edu/about-eastern-wyoming-college/data-planning/commission-projects/ EWC Organizational Chart – Data Personnel (Same as #1)	2/6/2015
6. Policies and Procedures governing data collection, storage, and security	Provide overview of current data management policies and procedures	http://ewc.wy.edu/documents/2013/02/board-policies-administrative-rules-business-services.pdf	



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		Board Policies and Administrative Rules – VI. Business Services – Board Policy 6.4 – pages 14 – 18 https://ewc.wy.edu/about-eastern-wyoming-college/data-planning/commission-projects/ EWC Computer Guidelines	
7. IT Governance Structure	Provides understanding of current governance structure at institution	http://ewc.wy.edu/documents/2013/02/board-policies-administrative-rules-business-services.pdf Board Policies and Administrative Rules – VI. Business Services – Board Policy 6.4 – pages 14 – 18 https://ewc.wy.edu/about-eastern-wyoming-college/data-planning/commission-projects/ EWC Computer Guidelines (Same as #6)	
8. List of ERP and other software systems by module. Please include version numbers and any major customizations.	Provides full inventory of software applications to be considered in data management and reporting	None	



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9. List of any 3 rd party or "home grown" administrative software applications/databases or modules.	Provides full inventory of software applications to be considered in data management and reporting	None	
10. General network topology including ISP bandwidth and link capacity	Provides high level overview of institutional network capabilities	https://ewc.wy.edu/about-eastern-wyoming-college/data-planning/commission-projects/ EWC General Overview of Network Topology and Capacity	
11. Completed Colleague ERP Environment Questionnaire	Overview of Colleague environment and IT infrastructure	https://ewc.wy.edu/about-eastern-wyoming-college/data-planning/commission-projects/ Colleague ERP Environment Questionnaire - EWC Response	