Wesleyan University
Information Technology Services

Dear Colleagues:

Welcome to the holiday edition of *News from the CIO*, featuring:

- Workday Update
- Lyris Replacement coming in June, 2024
- AI (Artificial Intelligence) Ambassador Recap
- Separating your work and personal (digital) lives: Part Two (work-related files)
- Microsoft 365's new "Teams" App
- Wesleyan's Room Request System (EMS) Moving to the Cloud

Off we go...

Workday Team Update

The Workday implementation is led by members of the Human Resources, Benefits, Finance, Payroll, Academic Affairs, and ITS teams with guidance from our Accenture consultants. The combined teams have worked hard to understand Workday functionality and apply it to Wesleyan's needs. Inherent in this process is understanding multiple colleagues' points of view and working together to translate those multiple views into a coherent, workable design. It is exhausting work. The good news is that the holidays are here, and they will all get a much-needed break!

While we have begun some initial unit testing of Workday processes, we will start in earnest once everyone returns from the break. We expect to have Accenture on-site in early January to expedite our unit testing. More complex testing including two payroll parallel runs will continue into May.

The combined teams are equally engaged in extracting, transforming, validating, and loading data into Workday. They have also been determining the needed systems integrations and how best to create and validate them.

Let's wish them all a restful Holiday Break with family and friends!

Lyris Replacement coming in June, 2024

vendor. An ITS task force spent more than 3 months working through options; Karen Warren and Rachel Schnepper have been meeting with stakeholders from across campus including athletics, academic affairs, admission, student life, res life, advancement, university communications, and the president's office. Those meetings were to gather system requirements and use cases to determine the best path forward.

We have determined there will be two solutions: one for discussion groups in which people in the groups regularly reply, and one for announcement lists determined by recipient group (such as faculty, staff, student class year, department, division, etc.) and used for one-way communications. Discussion groups will go to Wesleyan's Google Groups. This platform is familiar to many, is user friendly, and keeps a searchable archive for group members - this is where Community Forum lives now. The announcement lists are expected to move to Salesforce Marketing Cloud. This product is already in use by advancement and communications and appears to be a good solution for this need. We will begin working on that implementation in January and plan to have departments begin training and using it as early in spring as possible, well ahead of the Lyris shutdown. Please contact Karen Warren or Rachel Schnepper with questions.

AI (Artificial Intelligence) Ambassador Recap

This past fall, Rachael Barlow and Rachel Schnepper launched a workshop new series: the Generative AI Faculty Ambassador Program. Designed to empower the faculty participants from all three divisions to feel equipped and motivated to have conversations with their colleagues and students about the intersection of generative AI, teaching, and learning, the conversations at these meetings were simultaneously thought-provoking and unsettling, often raising more questions than we have answers for at present. We are excited to hold another series in the spring, so please keep your eyes peeled for that call for participants!

The Faculty Ambassador Program is just one of several other generative AI initiatives taking place at Wesleyan. Rach(a)el^2 is part of a group, along with Andrew White and Kevin Butler, who have taken to calling themselves the Gen-AI Thought Partners, and we have a lot planned for the upcoming months. Next semester, we will be holding a number of workshops as part of an on-going campaign to engage the community in conversations about generative AI. The first will be on January 22nd, 9am-12pm, and we hope to see you there!

Separating your work and personal (digital) lives: Part Two (work-related files)

Last month we talked about the value of having a non-Wesleyan email address to help separate your (digital) work life and personal life. This month we'll talk about where you should store files related to the work you do at Wesleyan. At a high level, there are four options for where you can store your files – in Microsoft's cloud storage, in Google's cloud storage, on our Dragon file server, or on your Wesleyan-provided computer. Microsoft's cloud storage, accessed either through OneDrive or SharePoint, is the easiest option for most people, with SharePoint being the better option for files shared with others in your department and OneDrive being the better option for files that are not intended to be shared with your whole department (although you can still share files and folders in OneDrive with others). OneDrive is also able to be synchronized with your local computer to enable you to work with those files when you don't have Internet access. Google's cloud storage, Google Drive, is most commonly used for files that are intended to be shared with students. If you use Google Drive you'll need to remember that you are limited to a 300GB quota so we can ensure that students have enough space to store all

Wesleyan users. ITS can help you migrate that content to a SharePoint site if either of those are causing problems for your department. ITS generally recommends against storing important files on your workstation, as it is vulnerable to being dropped, stolen, and affected by spilled coffee and other mishaps. If there are files that you have chosen to store on your computer please reach out to your DSS technician to confirm that those files are in a location that is being backed up by CrashPlan so they will still be available in case something does happen to your computer.

Here is a handy visual guide to your storage options for Wesleyan-related files:

Data Storage Options for Faculty & Staff

👤 Revised by Rachel Schnepper   •   📅 10mo ago   •   👁 5 Views

	Dragon	**Google My Drive**	**Microsoft OneDrive**	**Microsoft SharePoint**	**RStore**
Quota	We should talk	300 GB	5 TB	25 TB	We should talk
File type supported	All file types but Google file types	All file types; native Google file types	All file types but Google; native Microsoft file types	All file types but Google; native Microsoft file types	All file types but Google file types
Permissions	Fac/Staff/Students	Both Wesleyan users and non-Wesleyan users	Both Wesleyan users and non-Wesleyan users	Both Wesleyan users and non-Wesleyan users	We should talk
Shared authoring	No	Yes	Yes	Yes	No
Versioning	No	Yes	Yes	Yes	No
Streaming	No	Yes	Yes	Yes	No
URL/Embeddable	No	Yes	Yes	Yes	No

And if all of the above isn't enough to consider, one last thing to consider is whether someone in your department will need to access your files if you win the lottery and leave Wesleyan. If those files will be needed, it is easiest for your department to get access to those files if you have stored them in SharePoint. If you would like assistance in creating a SharePoint site and moving your files there please open a ticket with the Service Desk.

Microsoft 365's new "Teams" App

Many Wesleyan departments, faculty, and staff have embraced MS 365 Teams to enable flexible, efficient, effective, and integrative communication and collaboration with colleagues across campus.

In October 2023 Microsoft released an updated "Teams" app for Windows and Mac designed for a "faster, simpler, and more flexible experience." ITS staff have been testing the new Teams app for compatibility and functionality. During this test phase we have restricted the ability to "try the new Teams" and upgrade for most faculty and staff. We plan to make the new Teams app available for campus use in February 2024 along with updated support documentation in our searchable [ITS Knowledge Base](#).

In the interim, please click [this link](#) for an overview of what to anticipate with the new Teams!

Wesleyan's Room Request System (EMS) Moving to the Cloud

software is being migrated to the latest cloud offering from the EMS vendor (Accruent). This will allow Wesleyan to take advantage of features and updates that were not available in the version of the software that we have been using while also reducing the number of systems that we need to maintain in Wesleyan's data center. The upgrade will begin on January 15th at approximately 2:00pm and EMS will be unavailable until the morning of the 17th. *Please note: any bookmarks that you have to the existing system will no longer work after the upgrade.* The new updated links will be in WesPortal (search for Room Request) on the 17th after the new EMS is live!

Finally, as a reward for reading this far, here is your Random Seasonal Lyric. One of my musical heroes is Willie Nelson; I still have numerous vinyl records of his, including Yesterday's Wine, from which comes "December Day":

This looks like a december day
This looks like a time to remember day
And I remember a spring, such a sweet tender thing
And love's summer college where the green leaves of knowledge
Were waiting to fall with the fall...

Until next time, Happy Holidays, and please be in touch if you want more information on any of the above, or if you have suggestions for future topics, and thanks for reading!

Dave Baird
VP for IT & CIO