

Prepared by Director of Planning and Policy
and UHM Vice President for Student Affairs.

Replaces Memoranda from Kenji Sumida to
President Simone (10/15/86, 12/28/86),
from Colleen O. Sathre to Vice Presidents (1/12/87)
and from President Simone to Roger Angell (1/5/87).

UNIVERSITY OF HAWAI'I

EXECUTIVE POLICY - ADMINISTRATION

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P 1 of 5

E7.204 UH Integrated Student Information System (ISIS)

I. INTRODUCTION

This policy is addressed primarily to the Mānoa campus. However, it has been prepared as a University policy since the West Oahu campus anticipates participating in the Integrated Student Information System (ISIS) in the future. This policy is not applicable to the Community Colleges.

ISIS is a proprietary software system purchased from the Systems and Computer Technology Corporation (SCT) by the University of Hawai'i at Mānoa in 1985. ISIS gathers information on a student and shares that information among offices. ISIS gathers and maintains information on students and courses for shared use in various registration, admissions, recordkeeping, and analytical functions. All of the functions of recordkeeping and academic activity are updated in an on-line environment, so that student data is current, accurate and dynamic as changes are made to the student record.

Student data is entered into ISIS from various sources and through a series of terminal interactions, producing an integrated student record. Data is initially captured in the admissions process, and is added during registration. Registration advising may be based on historical ISIS data. In addition, course schedules are created by ISIS from prior semesters' data. Course enrollments are continuously monitored by Deans and departments through ISIS. Tuition and fees are calculated by ISIS based on registered credits, and waivers, exemptions, and awards are applied. ISIS generates class lists, operational and managerial reports, and student billings. ISIS records payments and purges no-shows and non-pays. At the end of the semester, the semester's data is saved in the ISIS historical file, final grades and transcripts are printed, progress is calculated, and academic actions are recorded by ISIS. Student Academic Services Offices perform graduation and

degree checks based on ISIS information. ISIS information and capabilities also service parking, library, student services, and other needs.

II. OBJECTIVE

The purpose of this policy is to establish the locus of executive management responsibility for the ISIS project and to clarify roles and responsibilities.

III. POLICIES

- A. Overall executive management responsibility for the ISIS project as it affects the Mānoa Campus resides with the UHM Vice President for Student Affairs (VPSA). This responsibility is discharged in accordance with the policies set forth below.

The UHM ISIS Executive Committee is appointed by and serves at the pleasure of the VISA and is chaired by the VISA or a designated representative. The Executive Committee's primary function is to represent campus-wide input on matters of academic importance at the college/ school level. At the discretion of the Vice President for Student Affairs, the Executive Committee assists with ISIS implementation by: articulating and prioritizing academic unit requests not currently being met in ISIS; establishing policies and procedures for system security and for decentralized shared responsibility for registration, academic actions, and academic history; providing a forum for Student Academic Services Office concerns, accommodating college, school, and department level requirements; and by providing an information link to the Deans.

The VPSA is responsible for additional internal UHM ISIS policies and procedures and for assigning campus coordination responsibilities. To the extent that UHM ISIS policies and procedures affect other executive offices, the VISA will consult with these offices and ensure appropriate input and representation on committees and in the decision-making process.

1. The Management Systems Office (MSO) is involved in all decisions and discussions relating to computing and technical support services.
2. MSO and the Institutional Research Office (IRO) are involved in all decisions and discussions relating to management and operational information reports.

Requests for ISIS reports from campus and system offices are routed through the UHM Admissions & Records Office (A&R) for approval, development of specifications, scheduling, and production runs. Completed reports are distributed by A&R to the requesting offices. Specifically, A&R handles the interface with campus users and determines needed, prioritized information requirements. A&R works with MSO to specify user requirements, and MSO provides the needed technical support services. MSO, A&R, and IRO jointly test changes to the system and validate the results. A&R develops production schedules in consultation with MSO, submits production jobs to the Computing Center for processing, and distributes output to campus users.

3. Under the direction of the VPSA, the UHM Admissions and Records Office is responsible for establishing the operational procedures necessary to register students (except classified graduate students) and to maintain their records on ISIS. This responsibility does not preclude decentralized student registration and record maintenance within the colleges. Decentralized registration is carried out within the overall guidelines established by the VPSA in consultation with the MSO, the VPAA, and the Vice President for Research and Graduate Education (VPRGE) in the case of the Graduate Division. The VPSA ensures that the UHM Admissions and Records Office and other Mānoa offices, as appropriate, are responsible for data entry to ISIS and for all subsequent editing necessary to ensure the accuracy of each student record. Student data maintained in ISIS answers operational and management information needs. The VPSA, in consultation with other executive officers, determines registration time assignment and coordinates decisions relating to registration priorities.
4. The Office of the VPAA is responsible for establishing the operational procedures necessary to prepare academic calendars and to ensure accurate course information for registration purposes. OVPAA establishes course approval policies, approves all new courses and changes to courses, maintains the course master list and ensures its accuracy, prepares course scheduling policies and ensures compliance. Preparation of specific course scheduling guidelines, deadlines and forms is the responsibility of the Admissions and Records Office under the guidance of the VPSA. OVPAA is

responsible for the content and preparation of the UHM General Information Bulletin (catalog). OVPAA is consulted in all decisions and discussions relating to new or changed academic policies.

5. The Office of the Vice President for Research and Graduate Education and, in particular, the Graduate Division are involved in all decisions and discussions relating to new or changed academic policies. The Graduate Division is responsible for admitting and registering classified graduate students and maintaining their records on ISIS. The Graduate Division is responsible for the content and preparation of the Graduate Information Bulletin (catalog).
 6. The Office of the Vice President for Finance and Operations is appropriately involved in decisions and discussions relating to financial functions that fall within the UHM finance and operations area. The Vice President for Finance and Operations retains responsibility for executive management of routine financial accounting functions, including application of financial aid awards, tuition and fee waivers, refunds, third party billing, and the financial implications of residency, admission, withdrawal, and purging of unpaid enrollments.
 7. VPSA will work with the Deans of Summer Session and CCECS to develop appropriate ISIS procedures for their units.
- B. Overall executive management responsibility for the ISIS project as it affects the West Oahu campus resides with the Chancellor for Hilo/West Oahu. The Hilo/West Oahu Chancellor will consult with other executive offices and ensure appropriate input from them in decisions affecting their operations.
- C. Overall executive management responsibility for administrative computing and technical assistance support services for the ISIS project at Mānoa and West Oahu resides with the Director of Planning and Policy and is carried out by MSO.
1. MSO is responsible for developing and refining software, building and monitoring the ISIS data bases, installing required hardware, initial staff training, developing ISIS operational reports, adding system modules and technical enhancements such as touch-tone registration, improving the

overall technical performance of the ISIS system, and providing the technical support for ISIS implementation at West Oahu. MSO works with the VPSA, the UHM Executive Committee, and designated campus coordinators to determine needed, prioritized ISIS developments; analyzes technical needs; develops schedules taking into account overall MSO priorities and resources; and oversees the on-going development and delivery of technical support services.

2. MSO and Institutional Research, with assistance from A&R as noted above under III.A.2., are jointly responsible for developing and refining management and operational information reports.