

Meeting Name: GCC-SIS College Implementation Committee	Date: July 17, 2006
Meeting Host(s): Mary Lou Massal & Matt Ashcraft	Note-Taker: Laura Krueger
<p>Attendees: Brenda Nelson, Justin Bruce, Ruth Kambic, Ellen Neel, Yoland Bon, Caron McNicholas, Kim Olson, Mary Lou Massal, Matt Ashcraft, Carol Greenwalt, Mary Trudeau-Ames, Mary Ann Estopeyan, Diana Maaloui</p> <p>Absent: Alberto Sanchez, Connie LaBuhn, Deb Krumtinger, Dawn Meyer, DeeDee Denslow, Dorene Kessler, George Martinez, Jeff Glemba, James Morris, James Waugh, Jim Daugherty, Jim Hamilton, KC Hundere, Marco Vasquez, Mark Edgar, Paulette Schnyder, Regis Della-Calce, Richard Lang, Sue Murry, Suzy Cutler, Theresa Hilding</p>	

Meeting Summary

1. Project Oversight (POG) Update - no report
2. CIT Manager Meeting Update
 - 2.1. Dashboard Report
Matt showed the District Dashboard Report found on the District website. The District is a working on retrofitting to go with the 8.9 version, causing a little lag in the schedule.
 - 2.2. Resource Discussion
Currently looking at resources needed for 07-08. Requests are currently being gathered.
 - 2.3. End-to-End Demo (Recruitment to Graduation)
Demo was well received by participants, who felt it was good to get all together and refocus on the project. Agreement was made to provide a demo for GCC with a target of October. Deb Krumtinger will be tasked with assembling a group to plan and implement the demo. The team will determine who the audience will be and what information will be highlighted. Suggestion was made to perhaps provide two different demos, one for the executive committee and one for the users of the system. It was noted that the communication should be clear as to who the audience should be.

It was noted the 8.9 version will be released in December and training will begin in January.
 - 2.4. Data Cleansing
The current data cleansing efforts were completed last week. A refresh is being done and new reports will be run this week. Data will be evaluated. Efforts are being made to have access to other colleges during the data cleansing process.
 - 2.5. OPAT Proposal
Steve Creswell and Paul Dale to meet 7/18/06 with Pat Hanse to discuss proposal for OPAT use in developing shared business processes.
 - 2.6. Communication Plan
The plan will be linked with marketing and public relations at the District level. Students and faculty will be involved in the planning process. The District plan is still under development and some random testing will be done in October and November.

2.7. Identify Block Out Dates

Discussed potential block out dates for vacations. One recommendation has been to work 5 day weeks during summer 2007, with colleges being open to students on the current schedule. The 5th day would be used for NSS work and for training.

2.8. Multi-college Residency

CCOs (Chief Cashiers Officers) and CFOs (Chief Financial Officers) have decided to have the process remain as is currently, because of the problems that would occur and the monitoring that would be needed.

2.9. FERPA

A one-page handout is being developed for the District new employee registration packets. Since everyone should have an awareness of FERPA, not just those needed access to SIS, steps are being taken to making FERPA one of the steps of employment.

2.10. VAX Emulation Update

Paradise Valley has been the pilot and now Phoenix College is considering purchase that will extend life of the VAX until October 2008. Mesa is also interested. At this point, GCC has not had an interest

The District CIT will be meeting on Tuesday, July 19, 2006.

3. GCC CIT Discussion and Planning Items

After discussion, the GCC CIT meeting schedule will be updated to include a meeting on August 28 at 2:00 PM. Laura will be looking into the possibility of changing meeting times from Monday morning to Monday afternoon at 2:00 -4:00 PM. A new schedule sent out and also updated on Oracle calendars.

3.1. GCC Project Plan

Matt reviewed the GCC plan noted the overall project plan is tied to the District milestones and to do tasks. The plan will be updated and posted to the web every 2 weeks along with the GCC status report. Mary Lou and Matt will be meeting with the following teams to update the GCC Project Plan: Training Team, Security Team, Shadow Systems and Operations Team. The Project Management Tool will be ready by the August 28 meeting so individual areas can begin adding to the Project Plan.

3.2. GCC Communication Plan

A draft of the Fall Convocation Newsletter was reviewed. Committee members were asked to look it over and give feedback to Mary Lou and/or Matt by the end of the day.

3.3. GCC Communication Plan

The proposed GCC Communication Plan was reviewed. Some suggested additions were the student newsletter, the Faculty Senate, PSA and MAT. In addition, it was suggested to add news items for students as pop-ups on the main website. Also added to October 2006 was the End-to-End Demo. It was noted the Communication Plan will probably need further refinement as we move toward go-live. Suggestion made to publish notification of training to the website and also to send email notification. Everyone was asked for input to the Communication Plan. Look at your area and send suggested communication ideas to Mary Lou and Matt or add them to the Plan document on the shared drive. What communications are currently being used and when are they sent?

3.4. GCC Resource Needs

Discussed the need to refine the previous Resource Needs Request to be shared with the Administration. The District is developing a plan for 07-08 budget year. If the District provides

resource dollars to GCC, where/how would they be used? Currently the District is looking at providing 2-3 FTE at each college. How would GCC use the FTE? What are the priorities? What would be the plan if no dollars are provided?

The Help Desk support indicated a need if they are to be the level one support for the new system. Financial Aid Council is developing a request for funding. In addition, they are requesting reduced hours of access to the students. Financial Aid proposes being open to students for 35 hours each week from February 2007 to October 2008.

Review the July 2005 plan and send any revisions to Mary Lou and Matt by July 20. Also look at the resource needs as if no money was available, how will it be done? Look at the strategies of adding the additional duties of getting ready for go-live with the day-to-day duties of the job, what will be done and what will not be done as we prepare for the new SIS? What will be the consequences? Matt and Mary Lou will review them and develop a strategy based on the information they receive that will be shared with Executive Council.

3.5. Block Out Dates

Discussed proposing vacation block out dates at GCC from September 4 to November 16 for those involved in the project.

4. Team Updates and Discussions

- Advisement – no report
- Financial Aid – Paul Drake & Steve Cresswell will be attending the council meeting in September. Term set-up has been completed through Spring 2008. Summer 2008 is needed. Term tables are set up for credit and non-credit
- Kim Olson and Jeff Glemba attended a Reports Training Class which they found very helpful. Three customized report plans have been completed.
- Carol Greenwalt reported she spoke to Gary Nusbaum about data conversion from 8.0 to 8.9. He did not think there would be an issue with conversion. However, he suggested letting him know when some data has been entered and he will test the conversion.
- Mary Trudeau-Ames will give a July 20 deadline to have the classes built in Legacy and linked to SIS. She is also giving a deadline of July 20 to have the roles & responsibilities to her, which she will then forward to Diana & Mary Lou. She will also give the non-credit interim deadline dates to have information to Mary Ann E. She will also inform them that when they are creating their schedule to put the information in the course catalog first.
- Justin reported the Help Desk User Group is having issues with getting the reporting structure. They are waiting answers on the money for help desk software.
- Mary Ann E. has been linking lecture and labs for credit courses and the non-credit courses. She is doing data cleansing on mixed codes.

Suggestion was made to add the names of the members absent to the minutes. Mary Lou noted that several areas were not represented at this meeting: IT, Cashiers, Training and POG.

Next meeting scheduled for Monday, August 28

Assignments

Task	Assigned to	Due date	Completed
Data Cleansing group of reports	Paulette	June 22	July 13
Informing/reminding non-credit group to build classes in Legacy and link to SIS	Mary Trudeau-Ames	July 20	
End-to-End Demo Attendance at EMC	Various	June 27	June 27
R25 Training	Jeff Glemba		
Development of Project Management Tool	Matt Ashcraft/Jim Waugh	August 28	
Development of R25 User/Training Guide	Jeff Glemba & Sue T.		
Development of R25 Web viewer	Jeff Glemba & Connie Greenwell		
Develop and publish SIS Fall Update for Convocation	Mary Lou Massal/Matt Ashcraft	August	
Request for Web Assistance support for R25	Mary Lou Massal/Matt Ashcraft		
Update Meeting Schedule for 2006-07 and enter on Oracle Calendars	Laura Krueger	ASAP	July 13, 2006
Develop Communication Plan, compiling suggestions from Committee members	Mary Lou Massal & Matt Ashcraft		
Identify GCC IT representative for the District Operational Team	Matt Ashcraft & Mary Lou Massal	October 2006	
Assemble Team to plan & implement an End-to-End Demo for GCC	Deb Krumtinger	October 2006	
Update Oracle Calendars with new meeting time and addition of August 28 meeting	Laura Krueger	July 20	
Review Communication Plan and send input to Mary Lou and Matt	Everyone	ongoing	
Develop Resource Needs Plan with input from the committee members	Mary Lou and Matt	July	

Reference Documents (include location)

Documents distributed include:

- Updated minutes of June 19, 2006
- GCC Bi-Weekly Project Status
- MCCD Student Admin College-GCC
- Staffing Needs for SIS Implementation
- GCC SIS Update-Draft
- Communication Plan - Draft