

will begin on Nov. 29 and continue through January from 8:00 am-5:00 pm. The first hour of each day will be for training and instruction. The testers have been provided a schedule of the days they are to report to the District office.

2.6 Communication Plan

Tonya Drake and Steve Cresswell have met with faculty groups to discuss how previous work coincides with current work being done. There will be a meeting this week with George Martinez to discuss how to roll out information to counterparts at the other colleges. The group is looking for a consistent message to go to faculty and students, centralizing where possible.

3. GCC CIT Discussion and Planning Items

3.1 GCC Dashboard Report

Report shows GCC is not on target. Several committees/teams are behind on getting the project plan completed.

3.2 GCC Project Plan

Each committee/team should be updating the progress on their plans every two weeks. Suggestion was made to update progress made every Wednesday.

3.3 Upcoming Deadlines

An exception report based on the master project plan was handed out. The exception report lists tasks that are past due or will be due within a few days of the meeting. This report also notes the teams responsible for the past due/upcoming tasks. Teams were encouraged to note their task finish dates and place them on their calendars in order to complete them on time.

3.4 November 16 student involvement – SPAT tool

A total of 13 students worked with representatives from District (led by Yosef Morgan) to test the student PAT tool. Students were instructed to look up their User ID and create passwords. The students were then asked to give feedback on the usage of the tool.

4. Team Updates and Discussions

4.1 Admissions

Questions being asked are “Can the system stop students from dropping after the last day to drop without instructor permission?” Have learned that faculty will not have the ability to change a grade.

4.2 Recruitment

Team will be meeting next week. On the agenda is determining if they will need to be part of the recruitment module reporting.

4.3 Academic Advisement

Ruth is prepared for testing. Details for the testing have been worked out with A&R about the overlap areas.

4.4 Class Schedule

The database is not accessible for updating. The October 2007 Activities Calendar was shared. All activities work around the go-live dates.

4.5 Communication

The team meeting was rescheduled. The team will be creating a checklist of media to use and the campus meetings where it will be good opportunities to share information.

4.6 Data Cleansing

The cleansing is moving forward. The reports have gone from 300 pages to 67 pages. The refreshing is going to happen more often, hopefully weekly.

4.7 Faculty

Steve Williams will be working with Mary Lou and Mary Ann to bring the faculty up to date.

4.8 Financial Aid

Have been working on the interfaces between the two systems. It is a work in progress as testing begins. All set-up data is being updated. The wording for the message about the pending aid that will be included on the student invoice has been finalized.

4.9 Help Desk Employee

No Representative – No report

4.10 Help Desk Student

No report

4.11 Human Resources

Council has not yet met. Concerns have been forwarded about faculty loading.

4.12 Non-Credit

Debbie Lain is leading the non-credit group

4.13 Operations

No representative – no report

4.14 Reports

District has installed the most recent version of Crystal. Primary report users are asked to review the reports they are using. Questions were asked about the shadow system reporting. Have been told there is not enough staff to support a new system.

4.15 Resource 25

Java issues continue to arise with Mac Users and District has no Mac support. They are working on solutions.

4.16 Security

As per an update at CIT, a consultant is looking at security. The team will be pulled together soon.

4.17 Student Financials

Team is getting ready for testing and has been looking at past handouts for helpful information.

4.18 Student Records

Will get more information at next monthly meeting.

4.19 Training

Some preliminary planning is happening. A resource request has been submitted asking for a trainer.

5. Other

A consultant, Mr. Pritchard, has been hired to review the GCC IT department. He will be leading discussion meetings with specific groups on December 1st with a town hall type talk in the afternoon. It will be an opportunity to voice concerns. Watch for announcements on the time and location.

Next meeting scheduled for Wednesday, December 20th at 9:00 AM in A-123.

Assignments

Task	Assigned to	Due date	Completed
Assemble Team to plan & implement an End-to-End Demo for GCC	Deb Krumtinger	November 2006	
End-to-End Demo Attendance at EMC	Various	June 27	June 27
Review Communication Plan and send input to Mary Lou and Matt	Everyone	ongoing	Complete
Develop Communication Plan, compiling suggestions from Committee members	Mary Lou Massal & Matt Ashcraft		Complete
Develop and publish SIS Fall Update for Convocation	Mary Lou Massal	August	Complete
Request for Web Assistance support for R25	Mary Lou Massal		Complete
R25 Training	Jeff Glemba		
Development of R25 Web viewer	Jeff Glemba & Connie Greenwell		
Development of R25 User/Training Guide	Jeff Glemba & Sue T.		
Update Meeting Schedule for 2006-07 and enter on Oracle Calendars	Laura Krueger	ASAP	July 13, 2006
Update Oracle Calendars with new meeting time and addition of August 28 meeting	Laura Krueger	July 20	Complete
Informing/reminding non-credit group to build classes in Legacy and link to SIS	Mary Trudeau-Ames	July 20	Completed
Identify GCC IT representative for the District Operational Team	Matt Ashcraft & Mary Lou Massal	October 2006	Complete
Data Cleansing group of reports	Paulette	June 22	July 13
Update Project Plan	Team Leads	Every two weeks	
Develop initial Project Plan using the GCC Project Planning Tool	Team Leads	Sept 25	Complete

Task	Assigned to	Due date	Completed
Development of Project Management Tool	Matt Ashcraft/Jim Waugh	August 28	Complete
Develop Resource Needs Plan with input from the committee members	Mary Lou and Matt	July 30, 2006	Complete

Reference Documents (include location)

Documents distributed include:

GCC SIS Planning – October 2007 Activities Calendar

GCC Project Plan Exception Report – Tasks that should have been completed but are at less than 100% complete