

**Meeting Name:** GCC-SIS College Implementation Committee      **Date:** April 17, 2006

**Meeting Host(s):** Mary Lou Massal      **Note-Taker:** Laura Krueger

**Attendees:** Diana Maalouli, Jim Waugh, Kim Olson, James Morris, Matt Ashcraft, Caron McNicholas, Ellen Neel, Regis Della-Calce, Paulette Schnyder, Carol Greenwalt, Ruth Kambic, Jeff Glemba, Deb Krumtinger

**Meeting Summary**

1. Approval of March 20, 2006 Meeting Notes.
2. Project Oversight Group (POG) Update
  - The Go-Live date has been set for October 2007, knowing it is not the best timing for Financial Aid. Decision revolves around wanting to get things moving and the problems with VAX's at Mesa and Scottsdale.
3. April 4, 2006 CIT Manager Meeting Update
  - Discussed the Residency Code for out of state students enrolled in multiple colleges. Code was changed to "OSS" for multiple college enrollment for out of state residents. Problems: The code rolls over to the next semester/year; Issue arise if students drop classes. Discussed need to eliminate this code.
  - Mesa will be home base for software for VAX's. Are looking to see if it is 100% usable with new student system.
  - Looking again at one-page invoice
  - Beth Kruse is working with Issue Briefs
  - Working on a Communication Plan, both internal and external. Paul Dale, Steve Cresswell, Tonya Drake & Dorenda (consultant) are working on the plan.
  - As per Virginia Cantu, for the Legacy to SIS conversion, the curriculum will need to be frozen at 3 months out from the go-live date.
  - Attempting to get prerequisites for the over 5000 courses and all 1200 programs entered, making it more important to obtain student transcripts.
  - Cannot run an audit for future term programs. We will find out more about the impact on GCC.
  - Call Center is looking at support in general, not just support for students.
  - Kelli Jones is working on Blackboard & Midas interfaces.
  - Discussed the need for viewing the end-to-end demo which is in the 8.0 version. This group did not see a need to have the demo on GCC campus.
  - Security Team is working on assembling the training database.
  - Data cleansing will be discussed at April meeting (4/18/06). Groups are urged to

continue working on data cleansing. Once the schedules are set, there will be quick deadlines.

- Encouraged to install the value of doing search matches on name and number to eliminate duplication.

- What opportunities does new system bring to us?

One will be to off load the data entry of the SIF to the student, encouraging them to enter data on-line. Will need to look at directions given to students. What else can we have students do for themselves?

#### 4. Planning for Go Live

- Matt Ashcraft & Jim Waugh shared a demo of the Project Management Tool they created to assist groups in staying on track as we work toward the go live date. Will be able to track up to 25 main tasks. The tool/spreadsheet will be saved in a shared area. Asked that file not be moved as it will have links to the master. Brief instructions for use of the Management Tool will be sent with the information on how to access the file.

To determine tasks, consider what is done each month that will affect go live. Mary Lou shared copies of additional tools to add in the planning of tasks to be done. These will be available on the shared drive.

- Will be looking at the training calendar/schedule, keeping in mind the faculty schedule.

- Encouraged everyone to look at 8.9 demo on the website. ([www.maricopa.edu/nss/](http://www.maricopa.edu/nss/) ; look under "Project Communication" for "Oracle/PS Version 8.9 Demo")

- Will be looking at the full schedule layout including the calendar of activities to be set up before August.

#### 5. Other Updates and Discussions

- Jeff Glemba – working on training; working on issues Mac Users are experiencing; working on a presentation for helpdesk users; working with "super users" first for the schedulers.

- Deb Krumtinger – no word on training

- Carol Greenwalt – need to identify recruiters and make sure sites are there

- Kim Olson – Reporting is on hold until the determination of what tables to use is decided; planning on conversion of data

- James Morris – looking into ways to automatically code faculty; Was asked about automatic coding for security information and system setup; was asked to set up a system on how employees can request SIS account and a system to deactivate the account when the employee does not need it any longer; suggestion has been made to make the FERPA Tutorial part of the hiring process.

- Ellen Neel – Paul Dale and Steve Cresswell will be attending the next council meeting to discuss interfaces between SIS and NSS.

- Regis Della-Calce – working on changing sub-code for credit/non-credit; Asked that Marco Vasquez be added to this committee
- Ruth Kambic – waiting for the revamped training materials

**Next meeting scheduled for Monday, May 15<sup>th</sup>.**

(Note: additional meetings scheduled June 19 in EC-122)

**Other (Parking Lot)**

**Assignments**

Task	Assigned to	Due date	Completed

**Reference Documents (include location)**

Documents distributed include: (will be available on shared drive)  
*GCC NSS CIT – List of Activities & Processes Impacted by Conversion*  
*Sample of GCCNSS Sub-Group Management Tool*