

Meeting Name: GCC-SIS College Implementation Committee	Date: June 19, 2006
Meeting Host(s): Mary Lou Massal	Note-Taker: Laura Krueger
Attendees: Jeff Glemba, Mary Trudeau-Ames, Kim Olson, Matt Ashcraft, Carol Greenwalt, Diana Maalouli, Paulette Schnyder, Yolanda Bon, Ellen Neel, Ruth Kambric, Regis Della-Calce, Deb Krumtinger	
Meeting Summary	
<ol style="list-style-type: none"> 1. Project Oversight Group (POG) Update POG has not met since our last meeting. Currently RFP waiting for Help Desk approval. 2. CIT Manager Meeting Update <ul style="list-style-type: none"> • Project Management Plan – Matt distributed handouts. The “MCCD Student Admin College” handout will be discussed at District CIT. The dates listed are the dates to be used by all the colleges and will indicate when activities will begin and end. The “Project Plan Notes” are a description of items and more detail on the language used. Matt noted the Project Plan shared at a previous meeting will be updated based on the college plan. The “Project Organization” handout indicates various responsibilities and the percents reflect expected commitment during the peak times. Send any feedback on the handouts to Matt. • Communication Plan – The draft of the plan was shared. Mary Lou asked for feedback on other possible communications to use. Ellen suggested adding 2008 to the report since that is when Financial Aid will be up and running. Think of your own areas and add any ideas to the document or send them to Mary Lou or Matt. A district-wide communication plan is being developed. Students and faculty will be added to the plan. • New Web Site – Mary Lou encouraged everyone to take a look at the new district site and help to ensure GCC site is up-to-date. • End-to-End Demos – the demos are taking place at various regional sites. On June 27 from 2:00 -4:00 PM at Estrella Mountain, several GCC committee members will be attending. Mary Lou encouraged attendees to go with “open eyes”, to see if it would be worthwhile to have a demo at GCC and who should be the audience. The demo will be for the 8.0 version with slides pointing out the differences/upgrades for the 8.9 version. It was pointed out that many of the panels are the same in 8.9, but the navigation has been improved and is thus a little different. • Degree Audit Bug – the Degree Audit issue has escalated the list and they agree it is an issue. • Data Cleansing – is progressing. Suggestion was made to reserve one day a week and data cleanse together district-wide. The thought was it could be better done on campus. The deadline is for this group of reports is June 22. Paulette has been 	

contacting sister colleges to coordinate efforts and possibly getting access to SIS at other colleges to expedite progress.

- R25 – Jeff reported they are in the process of training. The training on reports will be later this month. Have trained Curriculum Techs and Sue in TED. Sue T. is putting together a help guide for users. Connie Greenwell will begin working on the program side for the web viewer. Currently are working on testing the workflow and setting and testing security. The class loads from Legacy are still being tested. Some errors have been found.

Jeff gave a reminder to not only build the classes in Legacy but they must also be linked to SIS.

In about three weeks, they will have the refresh release every 24 hours. Once go-live comes, the refresh will be every 15 minutes.

Mary Lou will work on getting some web assistance support.

- Portal –We will not be using a Maricopa portal. We will be using the People Soft portal.

3. GCC Project Plan – discussed earlier

4. Fall Convocation Newsletter – Discussed having a one sheet (front/back) with the topics listed on the handout. Suggested additions were: comments/introduction of end-to-end demo; feature the focus on self-service; a small capture of the timeline with the go-live date and indicating various milestones and when training will begin.

5. GCC Communication Plan – discussed earlier

6. Team Updates

- Deb K. (Training Team) –Is meeting monthly with leads from each college.
- Ellen N. (Financial Aid) – A proposal is being drafted to send to CIT for support equipment and trainers from District and to provide overtime staffing for the Financial Aid areas.
- Paulette S. – data cleansing is continuing. She will begin looking at security. To do some pre work and develop a security plan. With 8.9 there are a lot of changes to security at the role level.
- Carol G. (Recruitment) – She has a question to Felix about how much of the data will transfer from 8.0 to 8.9. She does not yet have an answer.
- Mary T. (Non-credit) – the meeting scheduled for June 27 has been canceled. All information will be sent in an email and will include: identify what they will do; identify security current in courses to catalog and linking. Paulette will run reports for all areas each month.

- Kim O. – making changes to current focus reports and learning R25 reports
- Ruth K. – dabbling in the system
- Regis D. – data cleansing on non-credit is pretty much done. Departments have been made aware of special and new sub-categories.
- Mary Lou – has had sidebar conversations with IT about plans for shadow systems and operations. She noted KC wants to get rid of the green bar printers. Problems could arise with elimination of the printers. Some planning is needed.
- Laura – calendar of proposed meeting dates was shared. Some corrections were made. The dates will be distributed and also posted on Oracle calendars.

Next meeting scheduled for Monday, July 17 (no scheduled meeting in August).

Other (Parking Lot)

Assignments

Task	Assigned to	Due date	Completed
Data Cleansing group of reports	Paulette	June 22	
Informing/reminding non-credit group to build classes in Legacy and link to SIS	Mary Trudeau-Ames	June 27	
End-to-End Demo Attendance	Various	June 27	
R25 Training	Jeff Glemba		
Development of Project Management Tool	Matt Ashcraft/Jim Waugh		
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	Matt Ashcraft & Mary Lou Massal	August 14	
Request for support for R25	Mary Lou Massal		
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		

Reference Documents (include location)

Documents distributed include:
 MCCD Student Admin College
 Sample Project Plan – College
 Project Organization
 Draft of Communication Plan
 Draft of SIS Newsletter Update
 Proposed Meeting Schedule 2006-2007