



<STARS Meeting Agenda Minutes> Assistant and Associates Deans	Date: September 19, 2006 Time: From:10:30_To:12:00 Location: McManus Lounge
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<p>Invitees: Susan Murphy, Bonnie Comella, David DeVries, Cathy Dove, Betsy East, Katherine Edmondson, Virginia Freeman, Ellen Gainor, David Gries, Sarah Hale, Melanie Holland, Jayne LeGro, Anne Lukingbeal, Alan Mathios, Lisa Shaffer, Diane Sheridan, Robert Smith, Stan Taft, Don Viands</p> <p>Attendees: Katherine Edmondson, Melanie Holland, Ann Lukingbeal, Cathy Dove, Betsy East, Lisa Shaffer, Virginia Freeman, Sarah Hale, Alan Mathios, Duncan Bell, Diane Sheridan, David Yeh, Anne Shapiro, Janet Gray, Jill Henery</p>
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<p>Agenda: Student Records Time Line and Resource Needs</p> <p>Janet Gray presented a detailed time line of the Student Records PS implementation. See attached pdf file.</p> <p>Highlights:</p> <ul style="list-style-type: none">• Course Entry – will begin again as soon as new Academic Structure tables are moved into production and Restart communication is sent to colleges– currently scheduled for mid Nov 06. Colleges need to input all new courses that will be needed for the Fall 08 semester. A question about refresher training on course entry was asked. Janet will work with Campus Readiness on a possible schedule.• Course entry must be complete by July 07 in order to begin Class Entry. The team is researching an automated way to convert the class schedule from SIS into PS for Fall 08.• Class Entry for Fall 08 must be completed by Dec 07.• Conversion of ALL Student records is in March 08 followed by Fall 2008 pre-enrollment <p>The team has completed the Academic Structure tables (with CE structure to be reviewed in Nov) and now they are analyzing changes required in production. These changes will be done manually in order to preserve proper parent – child relationships.</p> <p>Janet next distributed the list of Records business processes, a sample of a business process to be document, and a list of skills required for additional resources to assist the project team. (See attached word documents). The immediate need is for registrar process knowledge and PS familiarity to assist with process review for 8.9 changes, creation of business requirements for any customizations, interfaces, and reports, and required documentation updates. She would like a resource half time now through December to work at Brown Road several days a week. Alan Mathios and Kathy Edmondson volunteered to look at their offices to find help.</p> <p>Janet also needs help from all the colleges to assist with end user testing in the Fall 07 timeframe. A suggestion was made to schedule this as a block of time (like one week) and pull all resources into the same place and complete the testing rather than piece meal it out over a longer period of time. Advance planning is the key to make this work.</p> <p>A question was raised about the roles and responsibilities matrix work that was begun last year. This</p>

work will be continued with the colleges at a future time.

Decisions		
Decision Made	Impact	Action Required

Issues		
Issue Description	Impact	Action Required

Action Items for Follow up		
Items:	Assigned To:	Date
Refresher training on course entry	Janet	10/30/06