



<b>&lt;STARS Meeting Agenda Minutes&gt;</b> Assistant and Associates Deans	Date: March 2, 2007 Time: From: 9:00_To 10:30 Location: McManus Lounge
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<p><b>Invitees:</b> Susan Murphy, Hal Craft, Bonnie Comella, David DeVries, Cathy Dove, Betsy East, Katherine Edmondson, Virginia Freeman, Ellen Gainor, David Gries, Sarah Hale, Melanie Holland, Jayne LeGro, Anne Lukingbeal, Nan Colvin, Alan Mathios, Lisa Shaffer, Diane Sheridan, Robert Smith, Stan Taft, Don Viands, David Yeh</p> <p><b>Attendees:</b> Susan Murphy, Cathy Dove, Betsy East, Virginia Freeman, Alan Mathios, Graham Dobson for Diane Sheridan, David Gries, Sarah Hale, Hal Craft, Doris Davis, Anne Shapiro, Kim Barrett, Sharon Beltaine, Janet Gray, Jill Henery</p>
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**Agenda:**  
STARS Update – Jill Henery  
Faculty Advisor Center – Drop In Advisee – Janet Gray

Jill distributed the January monthly report (will also attach to these minutes)  
The project status has been changed from Green to Yellow. This is to reflect a concern that work estimated for customizations is too great for our schedule and resources. The teams are not creating business requirements at a pace to complete customizations according to our schedule. The team is addressing by cutting scope to critical business operations and adding business resources. The new implementation manager (Jolene Scaglione) is also analyzing our project processes to improve throughput. The go live dates and project schedule are not changing; we feel changes made now will allow us to follow published time lines.  
An additional resource was added to the Admissions team 3 days a week. A full time analyst was added to the Fin Aid team, and two additional analysts (one for conversion) will be added to the Records team. The budget will not be impacted.

Questions from the group:  
Units are being asked to prepare budgets; when will they learn how implementation and production will impact their resources?  
Janet: Prior to implementation, unit resources will be needed for conversion and data validation. This fall colleges must enter their Fall 08 classes and complete by December 07. Resources will also be required to attend PS training. Janet will continue to work with the CRW to help them understand processes and roles required for implementation.  
Hal: He has begun work on the support model for production support.  
We do not have one document that shows when and what tasks are required from the units prior to implementation. Hal and Jill will create and distribute.

Janet discovered that a modification to limit the view of students to a college or department is already defined and can be applied to the faculty advisor center. Thus, we do not need to make a general AAD decision on which view to set up.  
Janet also stated and the group agreed that we will implement the same security as we currently use in SIS for the STARS go lives. Any changes desired will be made post implementation.

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<b>Decisions</b>		
<b>Decision Made</b>	<b>Impact</b>	<b>Action Required</b>
Current security will be implemented on the go lives	Units will have access as currently defined	None

<b>Issues</b>		
<b>Issue Description</b>	<b>Impact</b>	<b>Action Required</b>

<b>Action Items for Follow up</b>			
<b>Items:</b>	<b>Assigned To:</b>	<b>Date</b>	
Time Line of Unit tasks across the entire implementation	Hal and Jill		