



<STARS Meeting Agenda Minutes> Assistant and Associates Deans	Date: April 11, 2007 Time: From: 2:00 – 3:30 Location: McManus Lounge
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<p>Invitees: 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, Alan Mathios, Lisa Shaffer, Diane Sheridan, Robert Smith, Stan Taft, Don Viands, David Yeh</p> <p>Attendees: Susan Murphy, Hal Craft, Cathy Dove, Kerwin-Michael-Smith, Don Viands, Sarah Hale, Melanie Holland, Betsy East, Dina Kristof for Lisa Shaffer, Alan Mathios, Duncan Bell, Diane Sheridan, Jayne LeGro, Jenny Gerner, Jill Henery</p>

Agenda:
Registrar Roles/responsibilities – Jenny Gerner
Transition Planning – Jill

Jenny is collecting a matrix of current registrar roles from the colleges. These can also include a wish list of how the college might want to change the responsibilities. Jenny's committee will review all input. The due date is the end of the first week in May.
Her committee is looking at improving communication with two University groups:

- 1) Senate EPC – David DeVries will be the Associate Dean rep on the Faculty Senate EPC.
- 2) CRW – CRW would like to have a named official liaison from the AAD to the CRW to work with them on policy details that may impact execution of those policies. The AAD does not feel this is necessary and instead recommends the two groups exchange minutes of meetings and have an occasional combined meeting when necessary.

Jill told the group about how STARS will be completing transition plans. The Student Directors and team leads will be working with each career (Undergrad, Grad, JGSM, Law, Vet Med, and CE) to identify major processes with their scheduled implementation. They will also document whether responsibilities will be part of a central office or distributed to staff in the colleges. This work will eventually lead to training schedules and security roles. Jill is meeting with the Directors and team leads on a template to gather the information; the meetings with the careers should be completed by the end of May.

Reporting concerns:
Jill stated that units should plan to have sufficient Brio reporting resources as the STARS team will be delivering data models and dashboards but will rely on power and Brio users to create reports. The associate deans are concerned that Brio users are not plentiful and would like to understand more on what reports are being delivered vs dashboards. Jill will ask Stephanie to publish her list. A concern over security to the Student Data Mart was also expressed.

A concern that the registrars have not had enough exposure to the PS system processes was expressed. Jill will take this concern back to the Records team but is aware that the team has plans to meet with the different careers to demo some parts of the system.

Alan Mathios has a best practice that would be helpful for all the AAD. He meets regularly with

everyone in his unit who is connected to the STARS project to see if they have a comfort level with how the work is progressing and decisions that are made.

Decisions		
Decision Made	Impact	Action Required
Issues		
Issue Description	Impact	Action Required

Action Items for Follow up		
Items:	Assigned To:	Date