



**Student Administration Core Team
Meeting Summary**
California State Polytechnic University Pomona

Meeting Logistics

Title	SA Core Team
Purpose	Regular meeting of the SA Core Team
Date	Thursday, January 9, 2003
Time	10:00 to 11:00 AM
Location	Building 13C
Participants	Lino R. Barro, Irene Callaci, Lucy Carreras, Carol K. Heins-Gonzales, Nancy Hendricks, Rober F. Hughes, Ruriko C. Kramp-Gil, Rose Kukla

Agenda

Topic	Led By
Topic 1: Action Items	Carol HG
Topic 2: IDP Policy & Procedures	Walter Kisner
Topic 3: Project Plan	Walter Kisner
Topic 4: Training Classes	Rose Kukla
Topic 5: Calendaring	Carol HG
Topic 6: Future Meetings <ul style="list-style-type: none"> ▪ 1/21/03 1pm. IDP's for Academic Structure will begin ▪ 1/27/03 at 1pm. Campus Community IDPs will begin ▪ Next SA Core Team Meeting – 2/6/03 	

Summary of Discussion

Topic 1. Action Items

The status was provided for the following items:

5. Verify.
6. Done. Confirmation sent.
7. Carol needs the paper copies and preferably the electronic copies.
8. See Topic #3.

Topic 2. IDP Policy and Procedures

This information will be typed up as actual procedures and guidelines. Prototype and build at the same time. There is a standard Mon. (1pm) –Thursday 12pm. Friday's should be non-PeopleSoft days if you have no "homework". Typically, we demonstrate and discuss in the morning and build in the afternoon. People at IDPs are assumed to have the authority to make the decisions. If members are unable to make the decisions or know the answer, it is expected that the decision will be back in 24 hours.

IDP's for Academic Structure will begin Tuesday, 1/21/03 at 1pm. Campus Community IDPs will begin Monday, 1/27/03, at 1pm.

Topic 3. Project Plan

Walter distributed the management project plan which is a high-level project plan. The work plans have more detail which will be available will next week. The work plans will roll up to the high level. The project plan has been built with respect to the critical business dates obtained during past meetings. The durations are based on their past experience as well as comparison with other CSU installations. It will be finalized as a baseline project plan by the end of January. The group can Email feed back to Walter.

Topic 4. Training Classes.

Confirmation notices have been sent. Rose reviewed upcoming PeopleSoft Irvine course dates that will enable attendees to attend training prior to the start of IDPs.

Topic 5. Calendaring

Carol will enable Calendar only functionality for the Core Team so that they can web-view other's calendars.

Topic 6.

Next SA Core Meeting on 2/6/03.

Action Items

Date Initiated	Activity	Responsibility	Target Date	Status
12/5/02	5. Add HEUG URL to PSP website	Stephanie	12/9/02	C
12/5/02	6. Notify Core team and Implementation managers of January training classes as soon as possible	Rose	12/9/02	C
12/5/02	7. Get copy of Admissions business process documentation	Carol/Rue	12/9/02 1/28/03	IP
1/09/03	8. Distribute copies of project plan sorted by dates.	Walter	1/10/03	IP
1/09/03	9. Send out copies of current project plan to Core Team members for feedback	Walter	1/10/03	New
1/09/03	10. Email drive mappings to SA Core Team.	Carol	1/10/03	New