



**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, February 6, 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: Project Plan	Walter Kisner
Topic 3: IDP Update	Walter Kisner
Topic 4: New Topics	
Topic 6: Future Meetings	
<ul style="list-style-type: none"> ▪ Next SA Core Team Meeting – 2/20/03 	

Summary of Discussion

Topic 1. Action Items

10. Some still problem with some people getting access. Will troubleshoot after meeting.

Topic 2. Project Plan

On the PSDOC share, there is the project plan directory that shows the high level “major” plan with key milestones and dates. The workplans have the detail for the various areas. Workplans are meant to be more flexible than a single project plan. Changes to the workplans based on an approval process. The Module Leads will be responsible for updating the plan with partnership with the respective Cedar Consultants. For those workplans that span more than one lead (e.g., Student Records), portions of the plans will be distributed to more than one module lead. Conversions workplan is still being developed. The workplans may go over some refinement with the Cedar consultants come on board.

The consultant schedule is as follows:

- Tim Flood arrives on 2/17 for Student Records
- Dennis Haugland arrives on 2/24 for Financial Aid
- Reed Kofed arrives on 3/3 for Student Financials
- Another consultant is scheduled to come to help with Portal.

Topic 3. IDP Update

Upon the arrival of the consultant, they will prepare their respective IDP agendas and schedule.

We are in the 3rd week of Academic Structure (~50% completed) and 2nd week of Campus Community.

Topic 4. New Topics

- For reports, the internal/departmental reports will be defined as part of the IDP. There is a separate module for external reports. Queries are a tool with an interface. SQR enables updates/modifications to tables.
- Concerns with Admissions rep not being able to attend due to staffing
- Security process. The question was asked about the process for how access will be requested. Carol reviewed the current the HR/Finance security process describing how a functional PS administrator identifies the necessary roles that are then implemented between the Help Desk (create operator id and attaches the classes) and the Administrator Affairs security administrator who reviews the access and distributes the ids.
- Appointment times. The group feels that our current method for assigning appointment times. This will take Academic Senate action. This issue has been

logged on the project issue log that the Project Management team reviews weekly. Rose has been notified of the issue and is following up. It may be helpful to take to Academic Senate steering committee without going to the full committee.

-

Topic 5. Future Meetings

- Our next SA core team meeting is 2/20. We will now be meeting twice per month on the first and third Thursday of the month.

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	C
1/09/03	9. Send out copies of current project plan to Core Team members for feedback	Walter	1/10/03	C
1/09/03	10. Email drive mappings to SA Core Team.	Carol	1/10/03	C
2/6/03	11. Send additional IDP schedules	Carol	2/7/03	N