



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

**Meeting Logistics**

<b>Title</b>	SA Core Team
<b>Purpose</b>	Discuss CMS/PeopleSoft SA Version 8.0 Implementation
<b>Date</b>	Thursday, February 20, 2003
<b>Time</b>	10:30 to 11:30 AM
<b>Location</b>	Building 13B
<b>Participants</b>	Mauricio Calderon, Irene Callaci, Lucy Carreras, Sheryl Cincush, Stephanie N. Doda, Tim Flood, Carol K. Heins-Gonzales, Bob Hancock, Nancy Hendricks, Robert F. Hughes, Rose Kukla, Karin M. Schott, George Trindle

**Agenda**

<b>Topic</b>	<b>Led By</b>
<b>1. Action Items</b>	Carol
<b>2. Module Status &amp; Issues</b> <ul style="list-style-type: none"> <li>• Academic Structure (Walter/Rose)</li> <li>• Campus Community (Bob Hancock/Irene)</li> <li>• Student Records (Tim/Nancy)</li> <li>• Admissions (Bob Hancock/Ru)</li> <li>• Financial Aid (Dennis/Bob Hughes)</li> <li>• Student Financials (Walter for Reed)</li> </ul>	FMLs & Cedar Leads
<b>3. Technical Status &amp; Issues</b> <ul style="list-style-type: none"> <li>• DBA Updates (George)</li> <li>• Conversion (Karin/George)</li> <li>• Interfaces (George/Mauricio)</li> <li>• Data warehouse (George)</li> <li>• Portal (George/Carol)</li> </ul>	Karin/George
<b>4. Project Plan Review/Status/Issues</b>	Walter Kisner
<b>5. IDP Update/Issues</b>	Walter/Rose
<b>6. Security Update</b>	Carol
<b>7. SA Function Team Update</b>	Rose
<b>8. New Topics</b>	
<b>9. Future Meetings</b> <ul style="list-style-type: none"> <li>• Next SA Core Team Meeting – 3/6/03 <b>Room B1-31 (ROOM CHANGE)</b></li> </ul>	

## Action Items

Date Initiated	Activity	Responsibility	Target Date	Status
12/5/02	7. Get copy of Admissions business process documentation	Carol/Rue	<del>12/9/02</del> 1/28/03	IP
2/6/03	11. Send additional IDP schedules	Carol	2/7/03	IP
2/20/03	12. Walter/George will draft a conversion process that can be reviewed	Walter	2/27/03	IP
2/20/03	13. Follow up on various campus community table ownership issues and extent of use.	Rose/Irene	3/6/03	N

*Legend: N-new, IP-in progress, P-pending, C-completed*

### I. Action Items Status

7. Still waiting

11. IDP schedules. For conversion, those assigned with conversion, the conversion folks need to get together and determine which person will go to which IDP to ensure coverage. Module leads are responsible for ensuring any necessary “extra invitations” are extended for each IDP.

### 2. Module Status & Issues

- **Academic Structure:** Almost done. One more week. Working on name conventions for plans. In process of loading some tables. The load and testing process will extend past the IDP period.
- **Campus Community:** Two weeks remaining. Lots of reporting questions in IDP. Reports for business processes will be identified within the various modules. We also have a separate module for external reporting. Ownership and access questions are also being asked but some of them require campus decisions. Rose will review and follow up.
- **Student Records:** IDPs start next week. Tim started today.
- **Admissions:** IDPs will begin 3/25. Rose is following up with George Bradshaw to get Admissions representation consistently.
- **Financial Aid:** IDPs start 3/3.
- **Student Financials:** Reed starts on 3/3 and IDPs start 3/10.

### 3. Technical Status & Issues

- **DBA updates.** We received our additional databases as well as an extra server. Started the tools update. 6.5 toolset is on TRN, SCNV, HPOMTEST. Working on the DEV and HCNV and PRD. Starting to look at release 7 for HRSA. Once we go live with SA, we will have a combined HRSA environment. As you need to have tables moved IDP to TST, CNV and/or Stage, please send an Email to SA\_Team listproc. Only one person per module, should send the Email.
- **Conversion:** Beverly created a production image on Hobbes. Will be refreshed once per week. Cleanup and conversion scripts should be tested on this instance. Access is needed for Bob H., George, Irene, Mauricio, and Karin. Karin is maintaining a website with technical notes. She will distribute the URL to the SA\_Team list. Questions about coordination data clean up and conversion will be discussed next week. Questions regarding on what data needs to be converted will be decided within the respective IDP with a joint group of functional and technical members present. During an upcoming meeting, we will discuss the process for dealing with conversion issues, data clean up issues and coordinating it with the Functional Module Leads and IDPs. Walter/George will draft a process that can be reviewed.
- **Interfaces:** Tom and George have identified an initial list of 30 of interfaces that he and George are reviewing. Interface functionality will be reviewed in the IDPs. The current spreadsheet is on the PSDOC in the Technical folder.
- **Data warehouse:** CMS has a consortium defining a framework for data warehouse. Glendy and Tom are closely following the work of the consortium. We believe that there is benefit from their work (initial setup, training) that we can then “spring board” off of.

### 4. Project Plan:

The Module Lead and the Cedar lead will own the plans and be responsible for updating the plans.

### 5. IDP Update

Covered as part of module updates.

### 6. Security Update

Carol, Walter, Rose, Burt and Glendy met to discuss how security is management in HR to identify any possible inconsistencies with SA. No major consistencies were identified. Next step will be for Carol to research other models for how other CSU campuses have modeled security, develop a draft module for our campus and obtain the necessary campus comment and approvals. Carol discussed the security administration process during implementation. Carol will approve all requests for access in the SA non-production environments. Access has been limited to SA Core Team members. Additional requests must be sent to Carol with approval from the SA Implementation Manager.

### 7. SAFT Update:

SAFT has representation from every campus as well as baseline and Chancellor’s Office, as well as state-wide academic senate. The purpose of the group is to review and recommend

things on a system-wide basis, e.g. Students with disability, guidelines for implementing extended university. They also review requests for modifications. Rose provided an update from the SAFT meeting on 2/19. Changes in short descriptions in the external org table was discussed. Northridge has completed the DARS interface and they are . Long Beach has created an extension/bolt

**8. Future agenda items:**

Walter currently maintains an action items, issues, decisions are kept for each module. At the next meeting, we will talk about using these tools for other modules.

**9. Future Meetings**

Next SA Core Team Meeting 3/6/03.