



Student Administration Core Team Agenda

California State Polytechnic University Pomona

Meeting Logistics

Title	SA Core Team
Purpose	Discuss CMS/PeopleSoft SA Version 8.0 Implementation
Date	Thursday, March 3, 2003
Time	10:30 to 11:30 AM
Location	Building 13B
Participants	Lino R. Barro, Mauricio Calderon, Irene Callaci, Lucy Carreras, Sheryl Cincush, Stephanie N. Doda, Tim Flood, Carol K. Heins-Gonzales, Bob Hancock, Nancy Hendricks, Robert F. Hughes, Ruriko C. Kramp-Gil, Rose Kukla, Karin M. Schott, George Trindle

Agenda

Topic	Led By
1. Action Items	Carol
2. Module Status & Issues <ul style="list-style-type: none"> • Academic Structure (Walter/Rose) • Campus Community (Bob Hancock/Irene) • Student Records (Tim/Nancy) • Admissions (Bob Hancock/Ru/Pachune) • Financial Aid (Dennis/Bob Hughes) • Student Financials (Reed/Sheryl) • Reporting (Walter/Lino) 	FMLs & Cedar Leads
3. Technical Status & Issues <ul style="list-style-type: none"> • DBA Updates (George) • Conversion (Karin/George) • Interfaces (Mauricio) 	Karin/George
4. IDP Issue Log Format	Walter/Rose
5. Project Management Update <ul style="list-style-type: none"> • Steering Committee • CMS Status Report 	Carol
6. Roles, Responsibilities and Team Communication	Carol
7. New Topics	
8. Future Meetings <ul style="list-style-type: none"> • Next SA Core Team Meeting – 3/20/03 	

Action Items

Date Initiated	Activity	Responsibility	Target Date	Status
12/5/02	7. Get copy of Admissions business process documentation	Carol/Rue	12/9/02 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 process that can be reviewed	Walter	2/27/03	C
2/20/03	13. Follow up on various campus community table ownership issues and extent of use.	Rose/Irene	3/6/03	C
3/6/03	14. Contact Barbara about process output to Unix server	Carol	3/20/03	N
3/6/03	15. Walter will coordinate with Lino to develop a cohesive strategy/approach for reporting.	Walter/Lino	3/20/03	N
3/6/03	16. Get Carol the desktop standard	George	3/10/03	N

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

1. Action Items

12. Done.

13. Who was going to maintain facilities table. Based on results of IDP, setup is going to be maintained by IRP. Data is distributed. Bob Charles was contacted. Assignments can be managed

2. Module Status & Issues

Academic Structure. Quality review needs and design fit/gap. Repeat rules and academic standing require testing. Walter is setting up testing. Remote review needs to be done and Walter will bring the group back for a final review.

Campus Community. Almost completed with IDPs. Lots of conversion decisions were made. Tables are currently being reviewed. A few remaining action items. Biodemo data clean up has been started based on the conversions decisions. Some decisions may need to be revisited based on outcomes from other modules.

Student Records. In process of reviewing course catalog and schedule. Identified different types of courses and combination and related problems. Entered courses to see

the interrelationships. Prototyping the various types of courses we have. They will begin speaking about preliminary conversion of catalog next week.

Admissions. Pachune will be the new Core Team lead. Ru will continue to provide support. IDPs begin Tuesday, March 25.

Financial Aid. IDPs have started this week. Setup up foundation for 2003/04 year. They will have a need to have perform their own data loads as well as their own data extracts. The technical process appears to be available but it will be refined. Carol will follow up with CMS regarding outputs via the web versus 2 tier (e.g, letter generation).

Student Financials. Reed Kofoed has arrived. Reed and Sheryl have begun discussions. IDPs will start next week in 13C in the morning.

Reporting. Campus reporting will be a two-pronged report: identifying reports in IDPs as well as looking at existing reports. Rose will be coordinating with Cathy Bates to kick off campus reporting. The CO reporting will have its own workplan. Walter will coordinate with Lino to develop a cohesive approach.

3. Technical Status & Issues

DBA updates. Upgrade to release 7 on the IDP database. The IDP database won't be available over the weekend. All the patches and fixes will be applied on TRN and IDP will be next. An effort will be made to minimize down time. A new tools release (8.7) is being applied. A migration strategy is currently being developed.

Conversion. 4 tables have been loaded (Term, Sessions, Academic Calendar for terms and session). Karin will be working on academic plans/subplans and Biodemo data. Abel needs mapping for building and facilities. Catalog will be upcoming.

Interfaces. Mauricio is developing workplan. He is meeting with the module leads to determine requirement dates.

Desktop Survey. Carol is coordinating with a person in I&IT to perform the desktop survey.

George will get Carol the desktop standard which Carol will have reviewed and updated by HR based on their experience.

4. IDP Issue Log Format

Walter reviewed a format for tracking IDP issues, decisions, action items, parking log and table completion.

5. Project Management Update

Carol distributed and explained the February status report for CMS. She also reviewed topics discussed at February's Steering Committee

6. Roles, Responsibilities and Team Communication

Carol opened discussion to discuss any issues/concerns relating to roles, responsibilities and team communication. Rose' role was reviewed. Rose' role is that of a facilitator to help facilitate the resolution of issues, ensure that all interests are represented in decisions, as well as provide an "interface point" between all SA modules.

7. New Topics

Tim asked about the status of DARS and how it may affect plans to interface DARS and develop PS Advising. Carol and Walter stated that Rose is currently gathering more facts so that the decision for whether PS Advising should be prototyped can be reviewed again in consideration of new changes to PS Advising functionality. Rose expects to get more information an the upcoming HEUG conference.

8. Next Meeting

The next meeting will be 4/3 from 10-11:30am in Trailer 13B.