



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

Meeting Logistics

Title	SA Core Team
Purpose	Discuss Readiness Assessment for the CMS/PeopleSoft HRSA Version 8.0 Implementation
Date	Thursday, December 5, 2002
Time	10:00 to 11:00 AM
Location	Building 13C
Participants	Lino R. Barro, Irene Callaci, Lucy Carreras, Stephanie N. Doda, Carol K. Heins-Gonzales, Nancy Hendricks, Robert F. Hughes, Ruriko C. Kramp-Gil, Rose Kukla

Agenda

Topic	Led By
Topic 1: Introductions <ul style="list-style-type: none"> ▪ Walter Kisner, Cedar Project Manager ▪ Core Team Members 	Stephanie Doda
Topic 2: Action Items	Stephanie Doda
Topic 3: Campus Updates <ul style="list-style-type: none"> ▪ Project Charter ▪ Readiness Assessment ▪ Steering Committee Task Force on Training & Help Desk 	Stephanie Doda
Topic 4: CMS Updates <ul style="list-style-type: none"> ▪ SAFT Meeting 	Rose Kukla
Topic 5: Core Team Training <ul style="list-style-type: none"> ▪ January Classes 	Rose Kukla
Topic 6: Future Meetings <ul style="list-style-type: none"> ▪ PeopleSoft SA System Overview - 12/9/02 (2 sessions) ▪ Mapping of Critical Campus Business Process Dates Meeting with Cedar - 12/10/02 ▪ Next SA Core Team Meeting - 1/9/03 	

Summary of Discussion

1. Introductions

Walter Kisner, our Cedar SA Project Manager is now on campus. Walter introduced himself. His most recent experience is from Sonoma though he has over 5 years of SA implementation experience with the early adopters of SA. His experience has spanned from large to small campuses as well as private and public institutions.

2. Action Items

The status was provided for the following items:

1. Complete. The meeting occurred on 12/4.
2. Complete. No sample project plan was available.
3. Complete.
4. Complete.

3. Campus Updates

- Project Charter: Presented to Steering Committee. Steering Committee recommended changes. The Steering Committee created a committee to address help desk and training issues. They also asked that jobs be reevaluated post implementation. Lastly, the Steering Committee discussed the issue of the use of SSNs on campus, which is a campus-wide problem. The Chancellor's Office has a task force to address the problem.
- Readiness Assessment. The first draft is complete. Carol is working with Cedar to review the document. Issues included help desk, resources.
- Business Process: Carol is gathering a more accurate list of business process and will be distributing that list and scheduling business process in January.

4. CMS Updates

- SAFT Meeting: Rose distributed meetings from the SA function team meeting. Walter provided specific information about experiences at Sonoma. Data integrity errors (e.g., wrong birth date used for authentication) impacted ability for students to register. Sonoma provided lab support for help desk support during registration. This group meets quarterly.

5. Core Team Training

- January classes. Rose is trying to arrange the following courses on site: "Intro to Student" (1 day w/PC) and Academic Structure (2 days). The Core Team and Implementation Managers will be required to attend these courses. Rose will be notifying the group of these dates as soon as possible. Rose is arranging for training with PeopleSoft and asking them to provide an instructor knowledgeable about the CMS baseline.

6. Future Meetings

- The PeopleSoft SA System Overview is scheduled for 12/9 for two (identical) sessions.

- A meeting is scheduled for 12/10/02 to map the critical campus business process dates w/Walter and Vickie.
- The next SA Core meeting will be January 9, 2003. The project calendar can be found at <http://www.csupomona.edu/~psp/calendar.htm> to help people stay informed.

7. Future plans

Walter will be kicking off Academic Structure in January. The Admissions/Campus Community person will start in the middle of January.

8. Action Items

Date Initiated	Activity	Responsibility	Target Date	Status
11/7/02	1. Set up kick off meeting for data clean up	Carol Heins-Gonzales	11/20/02	C
11/7/02	2. Sample project plan for data clean up and/or conversion	Carol Heins-Gonzales	12/5/02	C
11/7/02	3. List to Carol on participants for data clean up	Core Team	11/14/02	C
11/7/02	4. Comments to Stephanie on Draft Project Charter	Core Team	11/15/02	C
12/5/02	5. Add HEUG URL to PSP website	Stephanie	12/9/02	New
12/5/02	6. Notify Core team and Implementation managers of January training classes as soon as possible	Rose	12/9/02	New
12/5/02	7. Get copy of Admissions business process documentation	Carol/Rue	12/9/02	New