



SA Implementation Council Meeting Summary

California State Polytechnic University Pomona

Meeting Logistics

Title	SA Implementation Council
Purpose	Issue and Topics related to CMS/PeopleSoft HRSA Version 8.0 Implementation
Date	Wednesday, February 12, 2003
Time	2:00 to 3:00 PM
Location	Building 13C
Participants	Tom Adamski, Dr. George R. Bradshaw, Stephanie N. Doda, Carol Heins-Gonzales, Brian K. Jenkins, Rose Kukla, Ann Overman-Scott, Jane Self, George Trindle

Agenda

Topic	Led By
Topic 1: Action Item Review	Stephanie Doda
Topic 2: SA Project Issue Log	Walter Kisner
Topic 3: Module Lead Issues	Rose Kukla Carol Heins-Gonzales
Topic 4: Backfill Plan	Rose Kukla
Topic 5: Future Meetings	

Summary of Discussion

1) Action Item Review

- 6. It is an ongoing task.
- 13. See later agenda item
- 15. A committee is being established.
- 16. The process was defined in a recent meeting. Feedback needs to be incorporated. Rose anticipates that the majority of correction will be needed by the Registrar's Office. Carol, Tom and Rose will be finalizing the guidelines.

2) SA Project Issue Log

- Clarification of Title V repeat checking.

We found that there are two interpretations of Title V. E.g., Sonoma had one interpretation and we have another. We need clarification. Rose sent messages to Chancellor's Office for clarification.

- PS Enrollment Appointment assignment process will not adhere to CPP policy of assignment order by last 3 digits of SSN

We are researching how PeopleSoft orders following all other criteria (plan, program, etc.). Dr. Morales is on a CSU task force for time to degree and is also interested in revisiting our policy.

3) Module Lead Issues

- Attendance at IDP sessions. During, the last two weeks we have had spotty attendance at IDPs.
- Authority to make decisions. Based on our project charter, we agreed that the Module Lead could find a proxy.
- System access and security. Additional requests for access to information should be directed to Carol. Those requests need to be approved by the respective Implementation Manager. Carol will be reviewing access requests to ensure that access is consistent, appropriate and approved. Guests at the IDP will sign the confidentiality agreement when they sign in. For the long term, Carol will be researching how other CSU campuses are handling PS SA security. Rose, Walter, Burt, Jane and Glendy will be reviewing the models and presenting a recommendation that can be further reviewed and revised with the necessary constituencies.

4) Backfill Plan.

Rose presented the backfill plan to Stephanie for review.

5) Other topics

Carol will assume the position of Project Director of I&IT Projects as of March 1. She will have full responsibility for the PeopleSoft Project. Stephanie will remain as the CMS contact thru May until Carol completes her doctoral course work.

6) Future Dates

- Next SA Implementation Council Meeting 3/12/03 in B1-31. Notice the room change.

Action Items

Date Initiated	Activity	Responsibility	Target Date	Status
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
	8.			
	9.			
	10.			
	11.			
	12.			
	13.			
	14.			
12/11/02	15. Add guidelines for Banner Enhancement	Stephanie/Tom		C
12/11/02	16. Consolidate existing process guidelines for correcting data.	Carol/Tom/Rose		IP

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