

## EIS Core Committee August 1, 2011 Meeting Notes

Attendees: Chien Shih, Drake Lewis, Cindy Castillo, Suzanne Pfeiffer, Bill Baldwin, Susan Malmgren, Hector Quinonez, Tom Roza, Paul Starer and Kari Elliott (note taker).

1. Faculty Association Mandate(stop registration Sunday at midnight before quarter starts):
  - Colleges have concerns over impact on Winter quarter.
  - Need to thoroughly test – 2 rounds of testing necessary.
    - First test will be September 12, 2011 allowing enough time to fine tune before testing again.
  - Review Faculty Association Mandate Plan (handout).
2. Oracle 11g Database Migration:
  - ETS is in planning stage.
3. Disaster Recovery Site in San Diego:
  - Live copy of production at site for training.
  - Will show improvement in performance.
4. Security Report Demo:
  - Quick review of Security reports already certified.
    - Request made to add employee location to security class report.
  - Demo Total Access Form.
    - Shows access by form, lists alphabetically individual and security class.
    - Team members certified report.

### Reminder:

We need to collect the conference attendee list, please provide your list and FOAP you would like to charge the \$50 registration fee to **Kari Elliott x 6917 (elliottkari@fhda.edu) no later than Monday, August 15, 2011.**

### Take Away Items:

1. Will demo Student Class List channel at next Core meeting, August 15, 2011.

# **Faculty Association Mandate**

## **Currently in place**

Proposed solution - manipulate the effective date of the Add code as a set up parameter, this can be done to plug in a negative date to coincide the quarter start date, this option will need to be changed in a daily basis.

Rational for this change - Banner will stop web registration and wait list when add code becomes effective.

This solution was proposed by ETS staff (Jerrick Woo), and has been reviewed within ETS as a viable solution, limited testing has been conducted with Henry Jung of FH and Barry Johnson of DA, both of them are the key personnel in student registration, this solution is working in initial testing. However, we can only consider this as Alpha testing, there is no comprehensive testing conducted so far.

## **Moving forward**

There are many other scenarios we need to do the testing with this proposal, the testing should at least covering the following:

- Different class type with different start date.
- Student add/drop during the transition of switching add code on/off
- Cashier office and on-line payment
- Distribution of add codes by faculty
- Faculty roster operations
- Pre-requisite, academic standing and transcripts

Both colleges expressed their concerns of workload and how much resources they can dedicate to the testing, the timing of this test also need to be arranged.

## **Limiting factor**

1. Both college A&R has indicated that they have too many other commitments, this will be extra work for them.
2. BDMS and Degreeworks are going live both in August and September time frame.
3. Jerrick Woo is taking vacation late August and will not be available until September 12. He is key resource in testing this with the users.

## **Suggestion**

Summer quarter is near at the end, and the best timing for testing is right before the quarter starts, as this will have all the class schedule in place and set up ready for a real registration event. Since we can not test adequately during a quarter registration for many reasons, my proposal is to start this test 3 weeks before fall quarter starts.

- Minimum time needed for testing: 3 weeks

- Methodology for testing: document plan for each of the scenarios above and also the fixes applied from Sungard need to be re-tested. Detail plan needs to be drafted.
- Proposed start date: September 12, 2011.

We will clone the production incidence on or around September 12 (depends on readiness of both colleges), reserve a centralized location (D270) and conduct the testing with the necessary resources from both colleges.

This is preliminary draft plan, I have discussed this with our technical team, student implementation team, and financial aid team.