EIS Core Committee
June 28, 2010 Meeting Notes

Attendees: Cindy Castillo, Drake Lewis, Hector Quinonez, Joe Lampo, Julie Ceballos, Ron McFarland, Tom Roza, Rose Myers, Kathleen Moberg, Sharon Luciw, Paul Starer, Lydia Madden and Kari Elliott (note taker).

1. Add Code Issue:
    - Not working – populating roster.
    - Was working in PROD and PRODN.
    - Will not accept add codes.
    - ETS is working with SGHE to resolve
2. Roster:
    - Cannot access if not instructor on record.
    - Course look up.
    - Query
    - Not available on line.
    - Enrollments need to be in by July 5, 2010.
    - Adds and Drops will have to be done manually
3. Provisioning Luminis Accounts:
    - Receiving 200 emails a day; 2/3 are account issues.
    - No account.
    - Account locked (tried too many times).
    - Send message to students sharing email accounts they will not be able to log in to register for Fall quarter. They will need to have a unique email address.
    - Change wording on sign in page to "How to get my CWID" instead of "What is my CWID".
4. Senior Staff:
    - Request to use backfill dollars for outside consulting and staffing.
5. Instructional Support and Student teams should meet to discuss a yearlong plan.
6. Training end users needed:
    - SGHE trained staff behind the scenes only.
    - INB is slow; need to trail and analyze to find problem.
7. PR to students:
    - New system.
    - Add code issue; working on.
    - Target message to students to keep coming to class, working on Add code issue.
8. PR to faculty:
    - Target message to deans and faculty working on Add code issue.
    - Directions for adding students, on line students and manual drop process.
9. TEAs to handle workload:
    - Long lines in A & R.
    - Secure resources for staff.
10. E-tudes:
    - On line students cannot add classes and cannot access on line classroom.
11. Cancelled classes:
    - A & R to run program everyday; may need to run twice a day.
12. Fine grain access – Bill Baldwin
13. Recommended to have a Project Management Summit for Fall Quarter (4 hours).
14. More project management hours from SGHE needed.