

# Degreeworks Daily Meeting Minutes

**September 28, 2011**

Attendees: Chien Shih, Susan Malmgren, Matt Rapczynski, Kent McGee, Stephanie Franco, Tom Roza, and Kari Elliott (note taker).

## **Go Live Process:**

1. Work in test environment first.
2. Dual entry in test environment and production once live – usually for 1 week to make sure working correctly.

## **Issues:**

1. Go Live Readiness:
  - S and T courses not coded correctly (Foothill) – fixed; confirmed by Stephanie.
    - Counselors will still need to continue current process of validating.
  - PE courses may only be repeated 6 times total, not 6 times for beginning, 6 times for intermediate and 6 times for advanced; affects both colleges.
    - Affects college funding only; no impact on student.
  - Ed Plan has no button to save ‘What if’ scenarios.
    - Current function is not useful.
    - Need to choose major, term and enter a class to Process New ‘What if’ scenario.
  - Team agrees to delay go live to next Monday, October 3, 2011; De Anza agreed to go live October 3, 2011 instead of October 19, 2011.
  - Continue to meet on a weekly basis beginning October 3, 2011.
2. Localizations – what has been done.
  - All completed.
  - Will document any future changes after go live.
3. Populate Student Data:
  - Script will run every day and will benchmark process.
    - Script ran 2 hrs, 15 minutes yesterday; should run less further into quarter.
    - Continuing to fine tune.
    - Pulling student data from Summer and Fall quarter including applicants.
      - May want to include registered students only.
      - Re-visit for Winter quarter.
4. Single Sign On:
  - Confirmed working.
5. PC Tool Software Configuration Changes:
  - John Vandercook’s team will update computers at Foothill this week.
    - Close to complete.
6. Advisor Script Interface – customized script; not needed for go live.
  - Automatic link based on Banner attributes, Matt is working on this.

7. Ed Plan leaves leading zeros in front of course number and cannot be saved.
  - Kent has opened a service request ticket with SGHE – Kent will follow up.
  - System gives warning message but will not stop the process.
  - Consider secondary priority to fix.

**Take Away Items:**

1. Establish procedure for maintaining DWTEST in near production environment – Tom.
  - Update once a month.
2. **Objectives for January 2012 go live:**
  - Announcement plan – involve student activities at colleges, Pat Hyland (FH) & John Cognetta (DA).
    - Have link to YouTube video. (Susan Malmgren)
    - Invite to October 11, 2011 meeting to discuss.
  - Have a pilot test group of students.
    - Have students test in production; will only be able to 'see' and not make any changes.
  - Discuss at October 11, 2011 meeting.
  - Critical Success factors for Go Live:
    - Accuracy.
    - Easy access.
    - Have process for students to report problems.