

Degreeworks Weekly Meeting Minutes

December 13, 2011

Attendees: Chien Shih, Stephanie Franco, Kent McGee, Susan Malmgren, Jerrick Woo, Joe Lampo, Tom Roza, Matt Rapczynski, Nazy Galoyan, Angela Caballero de Cordero, Kathleen Moberg, Laurie Perry (SGHE) and Kari Elliott (note taker).

Issues:

1. Localizations

- Minor, Classifications and Advisor need to be removed from student header block; not completed yet.
- Wording not correct in disclaimer at bottom of audit; include disclaimer for ed planner or have separately at bottom of ed planner.
- Laurie Perry will help with completing localizations.
- Will document any future changes after go live.

2. Populate Student Data:

- Pulling student data from Summer and Fall quarter including applicants.
 - Re-visit for Winter quarter.

Objectives for January 2012 go live:

- Daily meetings have been setup beginning January 4, 2012.
- Consultant onsite this week for training (D270).
- Announcement plan – involve student activities at colleges, Pat Hyland (FH) & John Cognetta (DA).
 - Training video – screen shot presentation – Susan.
 - Script & PowerPoint ready; record this week or next.
 - Post video link and PDFs in FAQs and Help links on Degreeworks.
 - Post dates and times for lab sessions.
 - Have schedule for Foothill; need schedule from De Anza (Kent).
 - Announcement on Degreeworks channel; need to broaden message to community.
 - Lauren Balducci will send information to Foothill marketing department to post message on campus website – message posted next week.
 - Kent McGee meeting with De Anza marketing department to post message on campus website – message posted next week.
- Have a pilot test group of students – testing completed.
 - Work on documentation – December.
- Critical Success factors for Go Live:
 - Accuracy – completed.
 - Easy access.
 - Have process for students to report problems – form ready.
 - Turn form on before going live for testing.
 - Demo Report Form – make browser field required; Degreeworks is browser sensitive.
 - Team approves form; ready to put into Production.

- Run job to populate view table (DAP22 Process):
 - Table needs to be populated for deans to run ARGOS report.
 - Foothill is completed; De Anza needs 3 days to complete before January 9, 2012.
 - Can run after December 22nd but needs to be done before December 29th.
 - WebEx session with SGHE Degreeworks consultant to discuss; decide after work session when to run job.
 - Need to have a preparation plan should system lockup again like Thanksgiving weekend.
 - Verify de-bug function is turned off.
- IGETC & Change Majors Code:
 - Kent working with other colleges on IGETC scribing.
 - Change Major code implemented in PRODN; currently testing.
 - Need link on MyPortal to let students change major anytime.
 - Put under Resources on Student channel; students are use to going to Resources to make changes.
 - Review specs; team approved specs, ETS can begin programming.
 - Have channel on Student tab with student information (name, major, etc.) and link for changing major – cannot implement before Spring 2012.

Take Away Items:

1. Kent will provide schedule for lab sessions at De Anza.
2. Complete training video – December 16, 2011.
3. Announcements on campus websites.