

Degreeworks Weekly Meeting Minutes

December 20, 2011

Attendees: Chien Shih, Stephanie Franco, Kent McGee, Susan Malmgren, Jerrick Woo, Joe Lampo, Tom Roza, Matt Rapczynski, Jim Clow, Laureen Balducci and Kari Elliott (note taker).

1. Finalize Celebration Go Live Gifts:
 - Leather padfolio for team.
 - T-shirts in each college color for pilot students.
 - Team approves of gift choices; Chien will order December 20, 2011 for items to arrive in time for January 9, 2012 go live.
2. Demo of Help video:
 - Team approves of video; ready to put on MyPortal.
 - Team agrees to put video link in Help link on Degreeworks and on Student tab.
 - Put link on MyPortal before January 9th go live date.
3. Demo Major Selection:
 - Warning message in yellow box for financial aid students, international students and veterans.
 - Yellow of message box needs to be toned down.
 - Team approves of format and content.
 - Ready to move into Production December 20th.
4. Localization Short List:
 - List has been given to Jerrick & Drake.
 - Help information, FAQs and disclaimer need to be added before January 9, 2012.
5. Pre-flight Checklist for January 9th Go Live:
 - Complete programming by January 3, 2012.
 - Infrastructure ready for go live.
 - Move link into Degreeworks and turn on – Jerrick/Drake.
 - Test problem report form – January 3, 2012.
 - Cannot save ed plan or use drag and drop feature with older version of Safari; may need to add to FAQs.