

# Degreeworks Weekly Meeting Minutes

**December 6, 2011**

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

## Issues:

1. Localizations
  - Minor, Classifications and Advisor need to be removed from student header block; not completed yet.
  - 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:

- Begin meeting daily for ½ hour (8:15am-8:45am) beginning January 4, 2012.
- Consultant onsite December 13-15, 2011 for training (D270).
- Announcement plan – involve student activities at colleges, Pat Hyland (FH) & John Cognetta (DA).
  - Initial announcement on MyPortal.
  - Training video – screen shot presentation – Susan.
  - 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.
    - Met with web teams to post on campuses' websites.
- 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.
- Run job to populate view table:
  - 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 22<sup>nd</sup> but needs to be done before December 29<sup>th</sup>.
    - Need to ask consultant why job takes so long.
  - Need to have a preparation plan should system lockup again like Thanksgiving weekend.
  - Verify de-bug function is turned off.
- IGETC & Change Majors Code:
  - Implemented in PRODN; currently testing.
  - Need link on MyPortal to let students change major anytime.
    - Create new record or update current record.

- Currently students need to go to A &R office to have majors changed manually.
- If major is incorrect, Degreeworks audit will be incorrect.
- Have channel on Student tab with student information (name, major, etc.) and link for changing major – cannot implement before Spring 2012.
- Have a pop up message on student tab asking if major is correct
  - If correct, takes student directly into Degreeworks.
  - If not correct, takes student to page to change major.

**Take Away Items:**

1. Kent will provide schedule for lab sessions at De Anza.
2. Complete training video – December 16, 2011.
3. Colleges meet with marketing department to promote Degreeworks to campuses.