Degreeworks Weekly Meeting Minutes

November 1, 2011

Attendees: Chien Shih, Kent McGee, Tom Roza, Stephanie Franco, Matt Rapczynski, Drake Lewis, Susan Malmgren, Jerrick Woo 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. Monitor go live.
2. Localizations
   - Minor, Classifications and Advisor need to be removed from student header block.
   - Will document any future changes after go live.
3. Populate Student Data:
   - Script will run every day and will benchmark process.
     - Script ran in less than 1 hour.
     - Pulling student data from Summer and Fall quarter including applicants.
       - May want to include registered students only.
       - Re-visit for Winter quarter.
4. Advisor Script Interface – customized script; not needed for go live – Completed.

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)
  - After presenting to Student Senates begin marketing to students.
  - Susan presenting to Foothill Leadership and DASB (De Anza) this week.
- Have a pilot test group of students – use counseling classes.
  - Foothill's test group will be given demo & instructions November 2, 2011.
    - Students will be given instructions to use Degreeworks and how to report problems or issues; Stephanie will be the point of contact.
  - Students will have access for 1 week to test on their own & to document experience.
  - Survey students after testing period using San Mateo College's survey.
    - Will hand out surveys in class and have online.
  - Bring students together again after test period for debrief work session – Susan will also attend debriefing session to get student feedback.
  - Review results at weekly meeting November 22nd or 29th.
  - Work on documentation – December.
- Critical Success factors for Go Live:
  - Accuracy.
  - Easy access.
  - Have process for students to report problems.

Take Away Items:

1. Kickoff week of October 31st for pilot test group of students.
   - Both colleges have agreed to allow students access to Ed Plan; not just a view only access.
   - Stephanie reported unit value not filling in when dragging a course into Ed Plan; Jerrick & Kent will try to reproduce today.
2. Susan will have documentation ready today & will forward to Laureen Balducci & Angela Caballero de Cordero.
3. Add channel for Degreeworks to Student Tab.
   - Introduction, FAQs, calendar dates.
   - Final review November 8, 2011; publish in MyPortal November 10, 2011.
4. More hands on training for counselors end of November in D270.
5. Begin documentation after debriefing sessions.
   - Make a joint document by including counselors' input.
   - Angela will designate a counselor from De Anza; will need one from Foothill.
6. Degreeworks team has requested Jared Moreno of SGHE come back week of December 5th.