

Degreeworks Weekly Meeting Minutes

November 15, 2011

Attendees: Chien Shih, Tom Roza, Stephanie Franco, Kent McGee, Matt Rapczynski, 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; not completed yet.
 - Will document any future changes after go live.
3. Populate Student Data:
 - Pulling student data from Summer and Fall quarter including applicants.
 - May want to include registered students only.
 - Re-visit for Winter quarter.

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.
- Have a pilot test group of students – use counseling classes.
 - Pilot students currently testing.
 - Begin debriefing students this week.
 - 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.
- Degreeworks channel on Student tab:
 - Demo of channel.
 - Add coming soon to top of channel
 - Remove get help, report problem link until form is ready.
 - Team members approve Degreeworks channel design.
- Review Report Problem Form:
 - Add Degreeworks to choices for 'You are using MyPortal to...'
 - Add Degreeworks to drop down menu for problem description.
 - Kent & Stephanie will come up with commons issues and forward to Matt next week.
 - Review form at next Tuesday's meeting before putting into Production.

- Form will be available to pilot students only; available to general students January 9, 2012.
 - Generic email accounts have been setup for each college.
- IGETC Code:
 - Joe's team has reviewed and do not think it is applicable to FHDA.
 - Meeting with Eric Raznick scheduled for November 17, 2011.

Take Away Items:

1. Degreeworks consultant will be onsite week of December 12, 2011.
2. Stephanie will email tentative schedule for consultant visit to Chien.
3. Review & finalize Report Problem form at next meeting.
4. Invite Joe Lampo & Jim Clow to next meeting to discuss IGETC code from San Mateo.