

DegreeWorks Go Live Tasks Discussion

Meeting discussion

Jerrick and Joe discussed the IGETC process and the work process to implement it, this is a reporting script run by both colleges to generate certification letter report, Chien requested the process to be implemented and tested first in PRODN before move into production. Stephanie and Kent will need this to be done by June, 2012.

Team discussed the January 9, 2012 go live preparation, Stephanie shared the student pilot test survey results, survey showed students are enthusiastic about the Degree Works but has initial difficulty in navigating the system, team decided we need involve both John Cognetta and Pat Hyland to increase student awareness.

The following tasks have been identified for January 9, 2012 go live:

Tasks

First week of lab support sessions (Jan 9 - Jan 13) to be staffed by student volunteers and staff
Training video for the most use functions identified by the survey results
Lab locations for both colleges for the first week go live
Staff presence and support for the lab sessions
Logistics for support of the first week go live
Gifts/celebration /post go live

Individual assignments

- Overall plan and announcement - Chien
- Training video - Susan/Chien/Joe
- Lab locations - Angela/Laureen
- Student volunteers - Stephanie/Kent
- Staff presence - Angela/Laureen
- Logistics - Kari/Chien
- issue report intake form (MyPortal) - Drake/Matt
- IGETC/Major change - Joe/Jerrick/Jim
- Gifts /post go live celebration- Chien