

Degreeworks Weekly Meeting Minutes

November 8, 2011

Attendees: Chien Shih, Tom Roza, Stephanie Franco, Laureen Balducci, Angela Caballero de Cordero, 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.
 - 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. Add channel for Degreeworks to Student Tab.
 - Susan will make final changes and forward to Drake Lewis.
 - Channel will be available by end of week.
2. More hands on training for counselors end of November in D270.

3. 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.
 - Decide after debriefing to turn off access or not to pilot group.
4. Degreeworks team has requested Jared Moreno of SGHE come back week of December 5th.
 - Date change to 12/12/11
 - Confirmed with Sungard for the engagement week.
5. Susan will include contact information in FAQs.
 - Setup generic email accounts for contacting with issues/problems; similar to webreg.
 - Setup 2 accounts; one for Foothill, one for De Anza.
 - Invite Drake Lewis to next meeting to review problem intake form.
6. IGETC – need code from San Mateo – Tom.
 - Will bring to meeting next week to review.