

# Degreeworks Weekly Meeting Minutes

**October 11, 2011**

Attendees: Chien Shih, Kent McGee, Stephanie Franco, Tom Roza, Angela Caballero de Cordero, Susan Malmgren, John Cognetta, Bill Frankeberger 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
  - 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.
  - Automatic link based on Banner attributes, Matt is working on this.
5. Ed Plan leaves leading zeros in front of course number and cannot be saved.
  - Kent has opened a service request ticket with SGHE – Kent will follow up.
  - Installing patch October 4, 2011.
  - Begin testing and report back at next meeting.

## **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)
  - Give presentations to Student Senate at both colleges.
  - Need to do before Thanksgiving.
  - De Anza Student Senate meets on Wednesdays at 3:30pm; Foothill Student Senate meets on Tuesdays at 1:00pm.
  - After presenting to Student Senates begin marketing to students.
- Have a pilot test group of students – use counseling classes.
  - Minimum number of students to test from each college is 75; colleges can decide if they want more students to participate.
  - Kent & Stephanie will give a 15-20 minute presentation at beginning of each class.
  - 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.

- Bring students together again after test period for debrief work session.
- Review results at weekly meeting November 22<sup>nd</sup> or 29<sup>th</sup>.
- 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 31<sup>st</sup> for pilot test group of students – Counseling departments to provide student IDs to Matt prior to October 24<sup>th</sup>.
  - Testing period for students – week of November 7, 2011.
  - Debrief work session – week of November 14, 2011.
2. Susan will contact the Student Senates and set dates to do presentations.
3. Degreeworks team has requested Jared Moreno of SGHE come back week of December 5<sup>th</sup>.