

# Degreeworks Weekly Meeting Minutes

**October 25, 2011**

Attendees: Chien Shih, Kent McGee, Tom Roza, Angela Caballero de Cordero, Susan Malmgren, and Kari Elliott (note taker).

**New meeting time: 8:15am-9:00am at the Carriage House Conference room beginning November 1, 2011. The change will be made in Meeting Maker.**

## **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 – fixed & 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)
  - Give presentations to Student Senate at both colleges.
    - Susan will do week of October 31, 2011
  - After presenting to Student Senates begin marketing to students.
  - Give presentations to Faculty senate at both colleges – Susan will contact.
- 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; invite counselors to participate as well.
  - 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 – Susan will also attend debriefing session to get student feedback.
- 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.
  - Testing period for students – week of November 7, 2011.
  - Kent & Stephanie will provide CRN number of counseling classes.
  - Ed plan will be view only for students; make available at a later time.
    - Do not want to put too much load on counselors.
2. Identify first day of class & last day for debriefing session; invite counselors to participate too.
3. Add channel for Degreeworks to Student Tab.
  - Introduction, FAQs, calendar dates.
4. More hands on training for counselors end of November in D270.
5. Invite Pat Hyland & John Cognetta to meeting in 2 week to work on announcement plan.
6. 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.
7. Degreeworks team has requested Jared Moreno of SGHE come back week of December 5<sup>th</sup>.