

# Degreeworks Daily Meeting Minutes

**October 4, 2011**

Attendees: Chien Shih, Kent McGee, Stephanie Franco, Laureen Balducci, Tom Roza 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. Go Live Readiness:
  - S and T courses not coded correctly (Foothill) – Fixed.
    - Counselors will still need to continue current process of validating.
2. Localizations – what has been done.
  - All completed.
  - 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. Single Sign On:
  - Confirmed working.
5. Advisor Script Interface – customized script; not needed for go live.
  - Automatic link based on Banner attributes, Matt is working on this.
6. 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.

## **Take Away Items:**

1. Establish procedure for maintaining DWTEST in near production environment – Tom.
  - Update once a month.
  - New changes must be made in DWTEST and tested before being made in Production.
2. **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)
    - Invite to October 11, 2011 meeting to discuss.
  - Have a pilot test group of students.
    - Have students test in production; will only be able to ‘see’ and not make any changes.

- Discuss at October 11, 2011 meeting.
- Critical Success factors for Go Live:
  - Accuracy.
  - Easy access.
  - Have process for students to report problems.