

Degreeworks Daily Meeting Minutes

September 23, 2011

Attendees: Chien Shih, Susan Malmgren, Matt Rapczynski, Jerrick Woo, Kent McGee, Tom Roza, Nazy Galoyan 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. Localizations – what has been done.
 - All complete
 - Will document any future changes after go live.
2. Populate Student Data:
 - Sept 21 Initial Load ran 22 hours
 - Sept 22 update ran 5.5 hrs
 - Matt will modify script to improve performance
3. Single Sign On
 - Works in Production – confirmed by colleges and Susan.
4. PC Tool Software Configuration Changes:
 - Still waiting on John Vandercook's team to make changes to user's computers
5. Course Script Interface – run as required. NOT DISCUSSED
6. Advisor Script Interface – customized script; not needed for go live.
7. Audits are not working for De Anza when pulling students with progress. NOT DISCUSSED
 - Kent has sent to consultant for resolution.
8. Ed Plan leaves leading zeros in front of course number and cannot be saved. NOT DISCUSSED
 - Kent has opened a service request ticket with SGHE.
 - System gives warning message but will not stop the process.
 - Consider secondary priority to fix.

Take Away Items:

1. Matt will work on Front page. COMPLETED
2. Matt has received list from both colleges for security access. COMPLETED
 - Security needs to be setup before training scheduled for end of week.
3. Establish procedure for maintaining DWTEST in near production environment – Tom.
 - SGHE provided recommended process – needs to be reviewed with Joe's team and colleges
4. **Objectives for January 2012 go live:** NOT DISCUSSED
 - Have a pilot test group of students.
 - Critical Success factors for Go Live:
 - Accuracy.
 - Easy access.
 - Have process for students to report problems.
5. Discuss go live readiness at next meeting, September 23, 2011.

- Move localizations over. COMPLETED
- Loading student data. COMPLETED
- URL established. COMPLETED
- Single sign on still unresolved. COMPLETED
- Have both colleges go live at same time. NOT DISCUSSED

Other Topics

Update DWTEST with Current Student Data

-DWTEST student data is out of date

-Jerrick & Matt to execute script to first delete student data in DWTEST then execute script to load student data from PRODN to DWTEST

Exception Processing Problem

-Colleges reported getting some type of error when performing Exceptions processing – had been working previously

-Colleges with work with Jerrick to resolve

Go Live

-On Sept 23, colleges will work with Susan to conduct a final review of DWPROD

-At Sept 26 meeting, a Go/NoGo Go Live decision will be made

-Once Go Live, colleges need to adopt “Dual Update” process where they manually keep DWTEST and DWPROD in sync