

Degreeworks Daily Meeting Minutes

September 27, 2011

Attendees: Chien Shih, Susan Malmgren, Matt Rapczynski, Jerrick Woo, Kent McGee, Stephanie Franco, 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) – Cori is currently fixing; Stephanie will follow up.
 - Counselors will still need to continue current process of validating.
 - PE courses may only be repeated 6 times total, not 6 times for beginning, 6 times for intermediate and 6 times for advanced; affects both colleges.
 - Affects college funding only; no impact on student.
 - Ed Plan has no button to save ‘What if’ scenarios.
 - Current function is not useful.
 - Need to choose major, term and enter a class to Process New ‘What if’ scenario.
 - Team agrees to delay go live to next Monday, October 3, 2011.
 - Continue to meet on a weekly basis beginning October 3, 2011.
 - Kent will check with counselors and deans at De Anza to see if ready to go live October 3, 2011 instead of October 19, 2011.
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.
 - Ran new script yesterday; Tom will report time tomorrow.
 - Continuing to fine tune.
 - 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. PC Tool Software Configuration Changes:
 - John Vandercook’s team will update computers at Foothill this week.
 - Tom will follow up.
6. Advisor Script Interface – customized script; not needed for go live.
 - Automatic link based on Banner attributes, Matt is working on this.

7. Audits are not working for De Anza when pulling students with progress.
 - Discrepancy in validation table – has been fixed, this is confirmed by Kent.
8. Ed Plan leaves leading zeros in front of course number and cannot be saved.
 - 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. Establish procedure for maintaining DWTEST in near production environment – Tom.
 - Update once a month.
2. **Objectives for January 2012 go live:**
 - Announcement plan – involve student activities at colleges, Pat Hyland (FH) & John Cagnetta (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.