

Degreeworks Daily Meeting Minutes

September 21, 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.
 - Both colleges have confirmed completed by SGHE.
 - Front page needs work – Matt.
 - Will document any future changes after go live.
2. Populate Student Data:
 - Script activated September 21, 2011.
 - Script will run every day and will benchmark process.
3. Single Sign On Still Unresolved:
 - Elevated ticket with SGHE – Chien will follow up.
 - Colleges will use an immutable ID (16 digit, Banner generated) to log into Degreeworks if SGHE does not provide solution for single sign on.
 - Need to resolve before Student go live.
4. PC Tool Software Configuration Changes:
 - Tom has received list of who needs changes and forwarded to John Vandercook.
5. Course Script Interface – run as required.
6. Advisor Script Interface – customized script; not needed for go live.
7. Audits are not working for De Anza when pulling students with progress.
 - Kent has sent to consultant for resolution.
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. Matt will work on Front page.
2. Matt has received list from both colleges for security access.
 - Security needs to be setup before training scheduled for end of week.
3. Establish procedure for maintaining DWTEST in near production environment – Tom.
 - Tom is waiting to hear from SGHE.
4. **Objectives for January 2012 go live:**
 - 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.
 - Loading student data.
 - URL established.
 - Single sign on still unresolved.
 - Have both colleges go live at same time.