

Degreeworks Daily Meeting Minutes

September 26, 2011

Attendees: Chien Shih, Susan Malmgren, Matt Rapczynski, Jerrick Woo, Kent McGee, 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.
 - 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.
 - May be a security issue; need to resolve before student go live.
 - Documentation is done and online.
 - Team agrees to delay go live to next Monday, October 3, 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.
 - Initial load – 22 hours; update ran 5.5 hours.
 - Tom will report time tomorrow.
4. Single Sign On Still Unresolved:
 - Confirmed working.
5. PC Tool Software Configuration Changes:
 - Kent has updated his computer and 2 in D270
 - John Vandercook's team will update computers at Foothill this week.
6. Course Script Interface – run as required.
7. Advisor Script Interface – customized script; not needed for go live.
8. Audits are not working for De Anza when pulling students with progress.
 - Kent has sent to consultant for resolution.
9. 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.

- Reviewing process from SGHE.

2. Objectives for January 2012 go live:

- Have a pilot test group of students.
 - Have students test in production; will only be able to 'see' and not make any changes.
 - Easy to turn on and off.
- Critical Success factors for Go Live:
 - Accuracy.
 - Easy access.
 - Have process for students to report problems.