

Degreeworks Daily Meeting Minutes

September 30, 2011

Attendees: Chien Shih, 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 has made the correct changes, but is still not working.
 - 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.
 - Team agrees to delay go live to next Monday, October 3, 2011; De Anza agreed to go live October 3, 2011 instead of October 19, 2011.
 - Continue to meet on a weekly basis beginning October 4, 2011; Meeting Maker invites have gone out.
 - Security has been set up for counselors – need to verify.
 - Kent and Stephanie will send email to counselors to test and to contact them first if there are any problems.
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 2 hrs, 10 minutes yesterday.
 - 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.
 - Will load DWTEST from PRODN this weekend.
4. Single Sign On:
 - Confirmed working.
5. PC Tool Software Configuration Changes:
 - Completed at both colleges.
6. Advisor Script Interface – customized script; not needed for go live.
 - Automatic link based on Banner attributes, Matt is working on this.

7. 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.
 - Need to install fix received from 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 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.