

EIS Technical Meeting

December 13, 2010, 10:00am-11:00am

Attendees: Joe Lampo, Susan Malmgren, Tom Roza, Drake Lewis, Matt Rapczynski, Fred Sherman and Kari Elliott (note taker).

1. Luminis:

- Connect to PRODN – complete December 13, 2010.
- 4.2.3 upgrade on Luminis PROD
 - Service outage required – need window.
 - May piggyback on HR/Payroll upgrade – December 29, 2010.
 - Will discuss in Core meeting today.
 - Status of HR/Payroll upgrade December 14, 2010.
 - Deadline for W2s – December 31, 2010.
 - All upgrades up & running mid-January 2011.
 - Suggestion made to have maintenance windows throughout the year.
 - Tom will add Susan to the loop for upgrades so she can review the release guides to update training materials.

2. Final Grades – Posting (Fall Quarter).

- No message to verify after entering grades (clicking submit button).
- Faculty need to verify grades in roster – need to change documentation.
- Change CRN to course – Drake.
- Bold message no confirmation and to check roster to verify grades.
- Select course selection for other classes.
- Update Call Center.
- Disable message to wait for 60 minutes.
- Target announcement to faculty after screens are fixed.

3. Security Awareness for Employees Regarding Downloads.

- Pop up warnings.
- Further discussion is needed.

4. HRTST

- Testing A/R changes.
- Joe will let Tom know when to clone.

5. Core Meeting Agenda:

- Upgrades.
- A/R Testing.
- Grades.
- FLAC notices – deadline for acceptance Friday, December 17, 2010.

6. Drop for Nonpayment.

- Cannot re-add through SSB; A & R can override.

7. Waitlist Issue.

- Once a student is notified of a vacancy, waitlist is frozen until student accepts or rejects class.
- Students cannot add themselves to the waitlist.
- A & R can move waitlist if they know there is a problem.