

## **EIS Technical Meeting Minutes**

### **December 19, 2011, 10:00am-11:00am**

Attendees: Chine Shih, Lourdes Del Rio-Parent, Susan Algren, Joe Lamp, Tom Rosa, Drake Lewis, Matt Kaczynski and Kari Elliott (note taker).

#### **Important Calendar Dates:**

1. Degreeworks Go Live – January 9, 2012 for students (both colleges).
2. Modification Requests-ECMS/3CMS – December 19, 2011, 11am-12pm, D260.
3. BDMS System (Hung Tran) – December 19, 2011, 12pm-1pm, Foothill Altos Rm.
4. Core Committee – December 19, 2011, 2pm-3pm, D260.
5. MyPortal Discussion – December 19, 2011, 3pm-4pm, D260.
  - Chien will propose in meeting to discuss general direction in a smaller group involving campus marketing and director of ETS.
6. Degreeworks Weekly Meeting – December 20, 2011, 8:15am-9am, Foothill Carriage House.
  - Campus marketing departments will put message out week of go live.
  - Video production done; experiencing out of synch problems on some computers.
  - Drake & Jerrick will be working on localizations; documentation will need to be changed as localizations are made.
  - Demo video and change majors at December 20<sup>th</sup> meeting.
  - Review consultant's list at December 20<sup>th</sup> meeting.
7. OCUCS Demo – December 20, 2011, 12pm-1:30pm, D260.
  - Evaluation criteria sheets will be emailed to participants today.
  - Next step – write up recommendation.
8. Henry's Farewell Open House – December 20, 2pm-5pm, D210.
9. Degreeworks Daily Meetings begin January 4, 2012, 8:15am-8:45am, Foothill Carriage House
10. Project Prioritization APEX Conversion Spec – January 4, 2012, 1pm-2:30pm, Fred's office.
11. Resolve Co-Location Agreement – January 6, 2012, 11am-12pm, District Board Room.

#### **Department Goals for 2012:**

1. Oracle 11g Conversion
2. Complete the implementation of DR site
3. Mail and Calendar replacement
4. APEX development in production by June 30, 2012
5. ARGOS adoption and full production

#### **Other Issues Discussed:**

1. Missing Grades Report – begin sending out December 26, 2011.
2. Active Student Role – run every 2 weeks (Tom/Matt).
3. Drop for Nonpayment process ran longer than normal December 16, 2011.
  - First process on December 9<sup>th</sup> ran fine; Cashiers have made no changes.
  - Service request opened with Action Line.
  - One more drop for nonpayment scheduled for December 22, 2011.