

1 Meeting Logistics

	Description
Date	Monday, November 2, 2009
Time	2:00 – 4:00 p.m.
Location	Foothill Campus, D260

2 Attendees

	Name
Facilitator	Deb Treacy
Minute Taker	
Time Keeper	Deb Treacy
Core Team Participants	Kari Elliott, Eloise Orrell, Hector Quinonez, Drake Lewis, Kim Chief Elk, Chien Shih, Tom Roza, Lydia Madden, Kurt Hweg, Kathleen Moberg, Fred Sherman, Andrew LaManque, Susan Gaitlin, Frank Nunez, Bernata Slater, Joe Lampo, Sharon Luciw, Cindy Castillo
Not in Attendance	

3 Agenda & Minutes

Topic	Owner	Minutes
Review Agenda	D Treacy	
Review of October 19th meeting notes	D Treacy	Changes/questions. (Copy provided)
Third-party software integration with Banner (Issue #s 65 and 66 on the Open Items/Issue Log [attached])	L Madden, C Shih	<ul style="list-style-type: none"> ECMS (De Anza only) [Notes from 7/14/2009 meeting included)—Issue #66 Resource 25 (FH and DA)—Issue #65 Schedule 25 (DA only)—Not noted on issue log Initial meetings have occurred, but an update on the status is required. These are all a requirement for go live. <p>Added by D Treacy:</p> <p>Technical overview provided by Jerrick Woo in regard to Etudes (Foothill) requirement (6/15/2009):</p> <ul style="list-style-type: none"> To support Etudes, we set up a flag in Plus. Staff will update this flag manually. A couple of programs will look at this flag and generate a 'SITE' file and a 'ROSTER' file. The SITE file is regenerated as many as needed, during the day, before it gets sent to Etudes to generate Instructor Sites many weeks before quarter starts. Less than a week before the new quarter starts, the ROSTER file is sent to Etudes to allow students to log in. This ROSTER file is generated at 11:30pm nightly will be sent continuously until late in the quarter. The layout of these two files was defined by Etudes. It has the section ID, call(CRN) number, instructor email, student email, user code (computed), enrolled status.

Topic	Owner	Minutes
Security and opening screens for scheduling	L Madden	<p>Issue: Banner does not have the capacity to open screens by term. This will cause a significant problem since FH and DA will be able to go into each other's screens and make changes, and division schedulers might go into the wrong term and make serious errors. This could cause significant problems and should be categorized as a critical issue for resolution.</p> <ul style="list-style-type: none"> Possible solution to be researched (D Treacy, 10/26/2009): Introduce audit requirements—technically, through use of a database trigger, capture each time a change occurs on the key database tables. Exception/audit reporting then allows for identifying who changed what and if the change is accurate.
Status of the HR/PR Sprint Activities for January 2010 Go Live (including student employment)	C Shih, K Chief Elk, C Castillo	<ul style="list-style-type: none"> Functional team accomplishments Technical team accomplishments
Review of technical readiness activities for production upgrade	T Roza, J Lampo	<ul style="list-style-type: none"> Finance Banner 7.x→8.x go live requirements 11/19 – 25/2009 planned upgrade activities
Review of open items/issue log	C Shih, D Treacy	<ul style="list-style-type: none"> HR/PR issue subsidiary log maintained by ETS (Shih) Overall EIS implementation log (Treacy)
Review of upcoming SunGard Higher Education consulting sessions	D Treacy	

4 Decisions

5 Action Items

Action Item	Owner	Due Date	Status
The teams, along with their SunGard Higher Education consultants, should determine the required releases that must be in place for the mocks (interdependencies included) and for the go-live milestones. This will allow the ETS area to plan/strategize the application of releases.	Core Team/Implementation Teams	9/30/2009	Note (D Treacy, 10/26/2009): Has this requirement been fulfilled?