

## 1 Meeting Logistics

	Description
Date	Monday, November 16, 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 Hueg, Kathleen Moberg, Fred Sherman, Andrew LaManque, Susan Gatlin, 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 November 2 <sup>nd</sup> meeting notes	D Treacy	<p>Updates (D Treacy follow-up items from 11/2):</p> <ul style="list-style-type: none"> <li>Cross-listing requirements—Dottie Marron revisited the cross-listing process with the scheduling team.</li> <li>Term Spanning—Functionality for term spanning courses exists in Banner. Process/configuration discussed further with the team. Continued refinement is occurring.</li> <li>Restriction to section information—Value Based Security is an option we could utilize to restrict access by college therefore each scheduler, based on their VBS security configuration, would only be able to access their college's scheduling detail. Banner security classes (a separate process from VBS) could be incorporated to activate query only or maintenance mode based on campus' requirements (this is not a requirement for Foothill, it is De Anza specific).</li> <li>Cancellation of classes—Dottie Marron met with the team; a more streamlined process was discussed/developed.</li> </ul>
Review of Financial Aid Go Live Milestones	D Treacy, C Castillo	Review business requirements for going live in 2010—allows Luminis implementation team to analyze, design, deploy portal requirements
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"> <li>Functional team accomplishments</li> <li>Technical team accomplishments</li> </ul>
Review of technical readiness activities for production upgrade and accomplishments	T Roza, J Lampo	<ul style="list-style-type: none"> <li>Finance Banner 7.x→8.x go live requirements</li> <li>11/19 – 25/2009 planned upgrade activities</li> </ul>
Review of open items/issue log	C Shih,	<ul style="list-style-type: none"> <li>HR/PR issue subsidiary log maintained by ETS (Shih)</li> </ul>

Topic	Owner	Minutes
	D Treacy	<ul style="list-style-type: none"> <li>Overall EIS implementation log (Treacy)</li> </ul>
Review of upcoming SunGard Higher Education consulting sessions	D Treacy	

#### 4 Decisions

#### 5 Action Items

Action Item	Owner	Due Date	Status