

Faculty Leave & Substitute Pay Minutes

April 29, 2013, 9:30-10:30am

Attendees: Nancy Chao, Gigi Gallagher, Cynthia Smith, Matt Rapczynski, Joe Lampo, Suzanne Pfeiffer, Susan Gutkind, Chien Shih and Kari Elliott (note taker).

Schedule/Timeframe:

0. Draft specifications – complete by mid-September 2011; done.
1. Form ready (plus process) – complete by end of September 2011; done.
2. Deans and Division Admins Input – end of October 2011; done.
3. Faculty Association's approval – end of November 2011; done.
4. Final approval of specs – mid-December 2011; done.
5. ETS programming – complete by end of September 2012.
6. Demo at Senior Staff – October 16, 2012.
7. Testing – November-December 2012.
8. Roll out – April 22, 2013.
9. Phase out EPAFs by Spring quarter 2013 all leave reporting will be electronic, no more paper.

Agenda Items:

1. Unpaid leave for mandatory Division meetings.
 - Use online PDF form to report; cannot use online system.
2. Reports submitted before April 22, 2013 have null values.
 - Went from Beta to 1.0 at 8:00am April 22, 2013.
 - Prevents deans from approving leaves.
 - Fixed in test; need Moaty to test and certify before moving into Production.
 - Reports submitted after do not have null values.
3. Child Development Center Issue.
 - Not able to use report leave – no assignment eligible.
 - Assignments are pulled from SIASIGN.
 - Need to add position class.
4. Schedule follow up meetings with deans in May 2013.
 - Can determine if more training is needed at follow up meetings.
5. Support after Go Live.
 - Faculty will call the Call Center.
 - Chien will draft a document listing responsibilities for Call Center to use for reference.

Patch Release Schedule:

1. May 6, 2013 – 1.0.1
 - Class codes update PCLS codes for Child Development Center – Cynthia will test.
 - Add proxy email notifications.
 - Proxy security report – who is proxy and what level of privileges.
2. June 13, 2013 – 1.1 (cutoff for new features/wish list April 30, 2013).
 - Editable team teaching –user interface.
 - Sub override hours not checked – user interface.
 - FTF not docked paid status when teaching overload – user interface.
 - Article 19 health check