

## **Faculty Leave & Substitute Pay**

### **December 13, 2011, 9:00am-10:30am**

Attendees: Chien Shih, Debbie Haynes, Cynthia Smith, Henry Ly, Susan Malmgren, Suzanne Pfeiffer, Patty Jobs, Gigi Gallagher, Matt Rapczynski, Joe Lampo, Erwin Widiarta, Irma Rodarte and Kari Elliott (note taker).

#### **Schedule/Timeframe:**

0. Draft specifications – complete by mid-September; done.
1. Form ready (plus process) – complete by end of September; done.
2. Deans and Division Admins Input – end of October; done.
3. Faculty Association's approval – end of November; done.
4. Final approval of specs – mid-December; done.
5. ETS programming – complete by end of February 2012.
6. Testing – March 2012.
7. Roll out – end of April 2012(Spring Quarter).

#### **Objectives:**

1. Development methodology.
  - a. Define database file structure – single or multiple files, to store and retrieve faculty leave data.
  - b. Email notification – reusable function to handle declared notification within the func. specification.
  - c. ARGOS Report – define datablock based on database file structure, write reports.
  - d. Screen design – define screen input based on database file structure.
  - e. Approval – develop approval logic to handle screen summary approval.
2. Tasks – assign staff to above tasks.
3. Schedule – set schedule for each task completion date.
4. Review process – bi-weekly review meeting with functional design team.

#### **Critical Success Factors:**

1. Accuracy.
2. User friendly; intuitive.
3. Auditable.
4. Processing time reduction.
5. Awareness & training.

#### **Take Away Items:**

1. Continue to meet regularly.
2. Tech team will have an internal meeting to discuss database and step by step process.
3. Develop methodology.