

BDMS & Degree Works Weekly Go Live Meeting Minutes

October 7, 2010, 8:00am-9:00am

Attendees: Chien Shih, Tom Roza, Joan Pena-Ferrick, Stephanie Franco, Kathleen Moberg, Ron McFarland, Rich Schroeder, Susan Malmgren, Pat Fifield, Joe Lampo, Veronica Aparicio, Rachel Tai, Henry Jung, Shawna Aced, Bill Baldwin and Kari Elliott (note taker).

1. Degree Works Implementation Plan.

- Chien has received plan from SGHE – will forward to group after meeting.
- Scribing for Foothill is almost complete according to SGHE – 38 hours left.
- Scribing for De Anza will take 230 hours according to SGHE.
- Kickoff session – 1 hour
- 3 training sessions – 30-40 hours each.
- Need to validate Foothill catalog when complete – SGHE recommends waiting until training starts to validate because FHDA is not familiar with Degree Works.
 - Team agrees not to wait until training to validate.
 - Need to validate Foothill catalog before De Anza catalog scribing begins.
- Create task force:
 - What catalog scribed and how to roll other catalogs.
 - Scribe & counselor training.
- Technical update:
 - Degree Works installed in PRODN in August; verified by SGHE August 18, 2010.
 - Sign on through Luminis not installed yet; install after CALB upgrade.
 - Jim Clow will oversee Degree Works.
- Degree Works college contacts:
 - Foothill – Stephanie Franco, Laureen Balducci.
 - De Anza – Kent McGee, Veronica Aparicio, Kathleen Moberg.
 - Will need to identify counselors.
- Create formal list & bring SGHE implementation plan to next meeting.

2. Security:

- Winter catalog/schedule lockdown
 - Division scheduler read only access
 - Program ready for next week – will give schedulers read only access except for Master Schedulers at colleges.
- Student Information for Viewing Through SSB.
 - Advisor Role should not be given to everyone.
 - Need to have a policy discussion.
 - List of forms available on SSB (student information).
 - Security approval structure (who can grant access).
 - Documentation.
 - Blueprint for granting security in the future.

- Include HR is discussion.
 - Turn off access immediately after employee leaves.
 - Group function.
- Deans and their admin assts will be set up as Advisors and can access student information through SSB.
- 3. BDMS Implementation Plan.
 - Handout – review & discuss at next meeting.
 - Matt Rapczynski will oversee BDMS
 - Will need help with conversion from Hershey.
- 4. Foundation Implementation Plan.
 - Handout – review & discuss at next meeting.
 - Ron Rayas will oversee Foundation.
- 5. Post Mortem – Round Table
 - Fall registration – lessons learned
 - Payment Gateway
 - Test after CALB installation in PRODN.
 - Touchnet implemented connection retry function.
 - Add Codes
 - Streamlining for Winter quarter.
 - INB Performance
 - Working with Tech services – Joe will provide list of users names and locations to schedule visits for upgrading Java to 6.21 for De Anza.
 - ETS website will have instructions for upgrading Java to 6.21.
 - Batch Process
 - ETS working on list of all jobs.
 - Will publish schedule.
 - Bring to meeting when ready.