

Foothill/STS SARS TRAK Conversion Weekly Meeting Minutes

September 5, 2012, 1:00pm-2:00pm

Attendees: Chien Shih, Lori Silverman, Margo Dobbins, Sharon Luciw, John Vandercook, Susan Malmgren and Kari Elliott (note taker).

Phase I:

- Replace STS with SARS TRAK at Foothill by September 24, 2012.

Phase II:

- Revisit De Anza implementation.
- Implement texting option.

Objectives:

1. PSME Lab:
 - Get machines ready and load with summer data.
 - Setup rest of kiosks by September 11, 2012.
 - 6 more machines; Sharon's group will start.
 - Start testing/training.
2. Document process for De Anza to follow.
3. Susan needs remote terminal ID and questionnaires completed to before setting up users.
 - Meeting scheduled with Peter Murray and Lori Silverman September 6, 2012 to setup PSME (3 terminals).
 - Will meet next week with Adaptive Learning to setup terminals in resource center and computer center.

Take Away Items:

1. Begin loading Summer data for testing purposes; refresh for Fall using Fall data.
2. Review ARGOS report from SARS after Jerrick back from vacation (September 17).