ERP CORE IMPLEMENTATION TEAM
Date: February 16, 2009
Location: Stables, Curris Center
Submitted by: Linda Farley

Members Present:

Jackie Dudley   Brantly Travis
Linda Miller   Anita Poynor

Members Absent:
David Blackburn

Tracy Roberts   Stacy Bell
Josh Jacobs   Linda Myhill

Visitor(s):
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Discussion of Phyllis Bauer's duties: Brantley asked Jackie what things Phyllis could assist with to help facilitate the next few weeks for functional and technical work for Fall Registration. Jackie stated that she thinks one of the best uses of her time would be to work on the Admissions Report or Web Taylor. Brantly replied that he does not think that she has ever worked on Web Taylor and she would have to work with Michelle on it, but after the changes are made then she can help test it. Jackie asked if Phyllis knew SQL well enough to work on the Admissions Reports. Brantly responded that he thinks she does not, but can work with someone who does such as David or Shawn. Jackie posed the question of what was needed more in the next two weeks; Admissions Reports or Web Taylor. Anita and Brantly both agreed that Web Taylor will be more pertinent in the next two weeks.

Brantly asked Anita if there were any tables or data that they would need loaded that Phyllis could help with. Anita stated that the only thing left that Michelle was going to work on was loading Tuition Rules into production once Anita had finished them in test; which she has. Brantly asked if they could try that in training for the Clone tomorrow. Anita responded that she believed that would work. Brantly stated that he didn't want to have her working on anything that was not necessary for the next two weeks.

Anita reported that the main things right now in the Conversion Piece is the Learner Record followed by the Academic History and some College data. Brantly commented that Michelle has already gotten those built and is in the process of loading them. Michelle has not gotten to A/R History yet because of the Student "Go Live" schedule. Brantly suggested that Michelle could outline what was needed for A/R History and Phyllis could work on that during the next month. Jackie asked what the timeline was for A/R History going into Production. Anita replied that July 1st is the Production date, and June 1st is when it needs to be tested; therefore, May 1st is when the data will need to be available and loaded.

Michelle and Phyllis can start work on Web Taylor today.

Cloning Test into Prod update: Brantly reported that Test should be cloned to Prod by Wednesday. Brantly asked if the Academic History will be loaded directly into Prod and skip loading it into Test due to the large volume of records; approximately 1.5 Million. After much discussion it was decided that it would be better to load it into Test first. Jackie and Linda asked for an estimate on when the loads will be complete. Brantly replied that Test should be done by Thursday or Friday and if everything goes well, will be in Production by this weekend. Linda asked what has to happen before Academic History can be loaded into Test. Brantly responded that once the Learner Records are cloned from Test into Prod with less than 200 kick-outs then we can continue with Academic History.

Luminis update:
- *Channels*
  -Anita stated that some channels will need to be disabled such as Grades because they are not ready to train Faculty on how to us it. Jackie asked what channels are out in Luminis. Brantly stated that all Student Channels are available and that Most of the Faculty Channels are as well. Jackie asked when Functional people should get together to discuss what Channels should be present and what it will look like. Brantly replied that it has to be after the Financial Aid; Sherry will be working on Financial Aid Channels today and tomorrow, as soon as files are received from Lori or Scott. Anita stated that Scott should have it over to Sherry in a couple of minutes.
- *Financial Aid Award Dates-Student Communication?*
  -There was much discussion on the Drop Dead Dates for Financial Aid Awards within Banner and if Awards will be sent by paper or if it will be in Prod in time. It was decided that Financial Aid Awarding will be done by paper for this first go around so there can be more focus on Registration "Go Live". The deadline for informing the Students of their Financial Aid Award is March 15th, in time for April Registration.

Student Financial Aid Rules: There was some discussion on the rules writing for the financial aid module. Jackie indicated that we my need to confirm that our technical staff is comfortable writing the rules for this module, as we have had a consultant here for additional trainings. Financial Aid had recently requested some more time to assist with rule writing. Brantly is to check with his staff to determine skill set.

Gatehouse Printer Issues: Brantly informed the Core Team that Dave and Chad were having troubles getting the Cannon printer in the Gatehouse to print correctly from Banner. Jackie stated that the Registrar's Office brought a HP printer over to the Gatehouse last week. Brantly commented that they can try it out on that HP printer.

Faculty/Advisor Training update: Jackie asked what will be needed for the week of March 9th Auditorium Training other than Overhead Projectors; possibly mikes. It was the consensus that the Auditoriums should have the mikes available. Jackie stated there will be two sessions in the morning and two in the evening Monday thru Thursday; and a couple will be scheduled for Friday. Linda suggested the voice over and screenshots should be put on the web for additional support during the training. Anita will work with CTLT to prepare this. Anita suggested that something similar should be done for Student Registration.

Student Registration update-Communication with Students: Anita stated that she and Josh are working on a Flow Chart of the Registration process and Josh is doing a full page Newspaper article with locations and times of the "Registration Road Show". Anita asked Linda whether or not they will print the User ID and password on the same page. Linda responded that the password will be the only thing printed out, and then telling them what their ID is. Linda informed the Team that CTLT will go out to the Satellite Campuses to train people. Jackie asked what premiums were being done to attract the students. Linda stated that they would have cookies or some other premium or drawing to get traffic to the areas. Jackie asked Anita what the outcome was with Time Ticketing, when people can schedule. Anita stated that it was worked out in Mock; Kathy will need to key it into production.

Firewall Update: Brantly reported that the Firewall Update was scheduled for the week of Spring Break. He asked if this was still a go. Jackie reported that Mock Registration is the week before Spring break. There was some discussion of these two activities would conflict with each other. It was agreed to do the update at night during Spring Break after 6:30 p.m. or 7:00 p.m. and not the weekend. Brantly will communicate this to the individuals involved.