

ERP CORE IMPLEMENTATION TEAM

Date: March 23, 2009

Location: Stables, Curris Center

Submitted by: Linda Farley

Members Present:

Jackie Dudley

Brantly Travis

David Blackburn

Linda Miller

Anita Poynor

Tracy Roberts

Stacy Bell

Josh Jacobs

Linda Myhill

Tom Hoffacker

Members Absent:

0

Visitor(s):

0

Student Communication/Sign-on Update:

-Lesson's Learned from CTLT's Week Across Campus

Linda informed the Core Team CTLT noticed that during the "Road Show" the International students needed extra help. Linda stated CTLT will work with the International students as a group. Linda also reported Residential College heads will be putting information in their newsletters in the next day or two. Linda and Josh agreed that Catherine Sivills had a good article in the Murray paper last week, which was while the students were gone so it would be helpful to get that re-printed. Josh sent reminders to MSU News on doing a piece for the transition. Josh said he will check to see if they will be using any of the footage for Channel 11.

-Progress on Student Sign-on's to MyGate

Linda passed out data on the number of students, who do not have an employee role, that have logged into Luminis before Spring Break and those that have logged in since then. The student login's went from 1716 before the break to 2154. Linda stated that they are running the numbers twice a day, once in the morning and once in the evening; which she can forward to the rest of the Core Team.

-Finalization of Communication for Newly Admitted Student

Jackie asked Linda if all new admissions have been notified. Linda responded that all letters have been sent out with one exception which is waiting on a third party ID issue to be resolved.

Linda asked what language needs to be put out on Racer Touch. David had put a temporary message on Racer Touch, but Cathy had been working on a message over the Spring Break. The Core Team agreed that it would need to start immediately since summer scheduling starts next Wednesday.

Mock Registration Review: Tracy went over the results of scheduling last week. Tracy informed the Core Team that there were no major problems because most issues were fixed in Prod. Tracy stated time ticketing worked great and there was nothing alarming. One issue that was fixed was the “time out” setting which has been set to an hour from the moment of inactivity; i.e. clicking the mouse-- not just moving the mouse. Tracy anticipates that this setting will be tweaked over the next couple of weeks but it is something that can be adjusted easily and quickly. Jackie asked if there needed to be an FAQ channel. Tracy replied that they will be putting one out there, but they do have some step by steps posted already.

Readiness for Student “Go Live” Center @ CTLT Update: Jackie stated that the facilities are ready for the March 30th open. Tracy stated that they will have people in the Registration portion because people will still show up; but the phones will be forwarded to the “Go Live” Center. Tracy reported that most of the workers will be pulled out for the “Go Live” Center; there will be some that will stay for transcripts and things of that nature; staffing will be finalized today. Tracy talked to Michelle; she and Lynn will be over in the “Go Live” Center Monday and Michelle will be available the rest of the time as needed.

Issues Surfaced from Faculty/Advisor Training: Tracy informed the Team that she expects several of the faculty to come over to the “Go Live” Center next week due to some no-shows during their training.

Darwin Bridge Update: Brantly reported that the only thing left in test is setting up values in Stevie’s Big Eye and how to get repeat transfers done in that system. Tracy and Brantly stated the links to it are not in SSB. Brantly stated he believes that has been fixed and he believes it will be ready by April 6th.

Luminis Daily Updates: Linda said that there still seems to be lingering issues with content changes; when changes are made it does not seem to be reflected on all the servers. Linda stated that the solution that has been posed is it will have to be updated frequently. Linda informed the Core Team that some schools do it weekly, others do it daily. Linda stated that for the time being they will do it daily at 4 a.m.

Issues with HB 226: Jackie talked to the Core Team about the possibility of the Senate passing this. Jackie stated that if passed MSU will need to publish ISBN numbers for course material and need to make this available to students electronically. The Core Team discussed at length how this will be implemented if passed and how it will affect syllabus requirements. Brantly informed the Team that it was received in the Senate but it was then sent to a Committee. Brantly stated that with only two days left in the Session it is very unlikely that it will be passed this Session, so it will not be an issue for this Fall.

Student E-mail Accounts: Tracy had brought forth the question of how often should student e-mail be purged from the servers. After much discussion it was decided that students who have deferred their enrollment will not be purged; but students who have not enrolled will be purged three (3) months later.

Update on Student Financial Aid “Go Live”: Anita stated that SFA is 96% complete. Anita informed the Team that the problem at the moment is with Undeclared Majors; it is reading them as ineligible for Financial Aid; Linda is working on this. Anita stated that it has not affected anyone yet because Financial Aid has not been awarded, and will not happen until April. Tracy reported that another sizable issue is with the Scholarship Awarding Pop Cell’s that Scott wrote. Tracy stated that every application she saw with the exception of two have had a problem, if not multiple problems; which is a huge worry with SFA going live this week. Anita asked if she saw any problems other than the stated Major. Tracy responded that it ranged from Major to GPA and Student Type. After much discussion the Team decided that it would need to be determined what Committee’s were meeting and that Tracy should sit down and meet with them on the Pop Cell’s. Anita reported that the Disbursement Rules and have been written and tested but are not in effect yet.

IT Backfill Request Update: Linda reported that Tom had identified a former employee that can be productively used and they are asking for backfill funding of \$3000.00. The Core Team did not have a problem with this.

Removing “Luminis” from the MyGate Logo on Racer Net: Tracy requested that Luminis be removed because it is causing questions from the student body. The Team agreed that removal was the appropriate solution.

Student Team Request for Limited Access to Employee/Student Worker Status Banner Form: Tracy brought to the Core Team’s attention that Employee Record changes are handled by HR and Student Record changes are handled by the Registrar’s office. Tracy posed the question to the Core Team, “Is there a form that can show up in Banner stating if they are a Student or Employee?”, so it can be easily determined which department needs to make the changes. Tracy pointed out that this issue needs to be resolved by April 6th. Tracy reiterated that it would be query only and that it would be for approximately five users. Jackie asked Tom to look into it and see from an HR standpoint what they would be comfortable to release. Anita expanded on the issue by stating that Faculty who have done a name change through the Registrar’s office to show up on scheduling will still be listed as the name that HR has on record. Tom replied that to have their name changed they should contact Lisa Dick in HR.

Other Topics of Discussion:

-Mock Registration Sign-on

Tracy stated that Luminis was not cloned to test and asked how the students who will be doing Mock Registration will sign-on. After much discussion, it was decided that as they show up to contact Sherry so they can be entered and given a sign-on.

-Language on Registration Agreement form

Linda brought forth the issue of changing the language to state e-mail is “an official means of communication” rather than “the official means” so as not to make the exclusive statement.

-Vacation Policy

Tom stated that he and Tom Denton spoke and they are working on whether or not vacation days will be carried forward. He estimated he should have something for the Core Team by the next meeting.

-Fixed Assets

Dave stressed the importance of the deadline on Fixed Assets. Brantly stated the data looked like it loaded well but you can't pull the information; he expects to have something on that this week.

-Cognos

Brantly brought the question to the Core Team, "Will reports be stored on the Cognos server?" Brantly stated that Mark Belva informed him that the server will not have the space for the entire campus to store reports. Brantly queried should more Strands be purchased for a Cognos Server or should people save the reports to their network or PC. Anita pointed out that there are some reports that are shared and will have to be on the server.

-Grades

Jackie asked the Core Team what the action plan is on having grades entered. Linda stated that she knew that other schools had Faculty enter grades. Faculty will be trained in September and mid-term grades are due in October.