



**Minutes
Gateway Steering Committee
December 10, 2003**

Attendees: Michael Burks, Chris Cannon, John Goerke, Ned Harris, Ellen Harshman, Paul Jackson, Jeff Kapp, Bobbi Kysar, Phil Lyons, Lee McDurmont, Steve Miller, Sandy Pritt, Kathy Singer, Bruce Vieweg, Ellen Watson, Julie Weissman, Elizabeth Winchester, Austin Winkleman

Absent: Janice Barnes, Steve Dina, Jeanne Donnelly, Robert Heaney, Kathryn Hundman, Linda Noyes, Mark Schmotzer, Paul Schnabel, Robert Webster

Topic	Discussion	Action
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • None 	
Review minutes from meeting of November 12, 2003	<ul style="list-style-type: none"> • None 	
Announcement	<ul style="list-style-type: none"> • Bruce announced that SCT has been bought out by Sunguard. 	
ITS Reorganization – Ellen Watson	<ul style="list-style-type: none"> • This is the first of a number of changes we are putting in place. We looked at how we are organized in reference to Banner implementation. John Goerke's position has been reclassified to Data & Business Intelligence Officer reporting to Jeff Kapp. People in technical support area responsible for Banner have been moved to Jeff's group; they are those who contribute to the support of Banner. Project risk is lower with group consolidated, single accountability. 	
Old Business	<ul style="list-style-type: none"> • None 	
Status Updates	<ul style="list-style-type: none"> • Overall Project – Bruce Vieweg – Distributed the Response to Gateway Initiative Management Audit Report and Objective Measures of Gateway Progress. Several dates have been corrected and will be reflected at a later date. • Technical Writer - We hired a technical writer last week, Linda Beard, who is already significantly engaged. She will work closely with Tracy Watkins and Barb Coleman on End-User training and with team leads on documenting requirements. • Retreat Ellen Harshman - We asking for volunteers for the January 9, 2004 meeting to come up with input for activities Chris Cannon and Lee McDurmont volunteered to work on committee. • Alumni & Development – Chris Cannon – Made progress in data migration, dealing with 30,000 records with fewer than 200 questionable cases remaining. Moving on to validation tables. Group 	

Topic	Discussion	Action
	<p>meets every Wednesday.</p> <ul style="list-style-type: none"> • Finance – Sandy Pritt: Gearing up for consultant visit next month. • Human Resources – Bobbi Kysar: Training last week and this week. Team feels more confident about what is going on. Final training in February 2004 (data cleansing going on over next month.) • Student – Ned Harris: Team is meeting on a weekly basis. • Luminis – Michael Burks: Deferred to later in the meeting under new business. • Data Conversion – John Goerke: Engaged with everyone doing data cleansing. Distributed the Conversion Logic Data Sheet. The sheet represents the hierarchy of data outlined in the Data Standards Document. Proceeding with programming on based on the format. Scheduled by the end of the calendar year to bring over name and ID; by Feb 1, 2004 bring over address and demographic information. • Banner Issue – Jeff Kapp: Last month spent in transition activities and supporting integrated system components (Recruitment Plus, Luminis and WebCT). 	
New Business	<ul style="list-style-type: none"> • Luminis Go-Live – Michael Burks: Soft launch of Luminis is scheduled for Friday, December 12, 2003. Selected individuals with a SLU email account will be part of a test group. Some things in the current mail system may not be available in Luminis. The soft launch is the beta test for go-live. Any comments or suggestions are welcomed. • Luminis Policies – Review and email changes to Michael Burks. Most policies refer back to the AUP for computer use. Accessibility – people with disabilities will be able to access this tool's systems; developers of content need to take this into account to include blindness, color blindness and other disabilities. • Data standards minor changes: Ned Harris –While working on tables; legacy, relation, ethnicity realized that the Data Standards were not complete and still needs some editing. Will forward changes to Tracy. • Announcements: Bruce Vieweg - Trying to schedule a one-year review with SCT for January 23, 2004. 	
Items to refer to Executive Committee December 17, 2003	<ul style="list-style-type: none"> • Next executive committee Austin Winkleman will talk about security review for Luminis. 	
Adjournment	<ul style="list-style-type: none"> • 	