



**Minutes  
Gateway Steering Committee  
March 17, 2004**

**Attendees:** Bruce Vieweg, Ellen Harshman, Ned Harris, Jeff Kapp, Mark Schmotzer, Jeanne Donnelly, Lee McDurmont, Sandy Pritt, Kathryn Hundman, Michael Burks, Steve Dina, Austin Winkleman, Paul Jackson, Phil Lyons, Julie Weissman, Chris Cannon

**Absent:** John Goerke, Bobbi Kysar, Linda Noyes, Elizabeth Winchester, Robert Heaney, Steve Miller, Paul Schnabel, Robert Webster,

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> <li>• None</li> </ul>
Review minutes from meeting of March 4, 2004,	<ul style="list-style-type: none"> <li>• Approved</li> </ul>
Review of Executive Committee February 11, 2004, February 25, 2004	<ul style="list-style-type: none"> <li>• None</li> </ul>
Old Business	<ul style="list-style-type: none"> <li>• <b>Project Plan – Bruce Vieweg</b> – The Gateway Project Objective Measures of Progress was distributed to committee members for review. <b>Request:</b> That Luminis is added to the report. <b>Comment:</b> Several due dates for student were moved. Ensure that report reflects current dates.</li> <li>• <b>Webfocus Programmer</b> – Currently recruiting for a contracted employee.</li> <li>• <b>Imaging</b> – There has been a request to research issues and cost implementing imaging for financial aid and student. A majority of the information has been collected. The technical imaging consultant will return April 5, 2004 to work with FI as they implement for accounts payable. Contracted an external entity to develop some self-service for finance. The individual will be able to turn work around within two weeks.</li> <li>• <b>Remote DBA Service</b> – Nearing the end of contract for remote DBA. Will extend contract with SCT for another 6 months at least through finance and alumni go-live.</li> </ul>
Status Updates	<ul style="list-style-type: none"> <li>• Alumni &amp; Development – <b>Chris Cannon</b> - Last week functional team made progress working on table validation 30% completed. Had the opportunity to test software to become more familiar with how we function. Alumni is roughly eight weeks behind in reporting time table. By the end of March 2004 things will equal out.</li> <li>• Financial Aid – <b>Sandy Pritt:</b> Financial aid consultant will be here in April 2004.</li> <li>• Finance – <b>Mark Schmotzer:</b> Working on training material for end-user training session in April 2004 for the self-service module. On schedule with developing training material. There will be a diverse sample of funds for transaction, which will be used for training. Banner fund should be available as well. In training participants will</li> </ul>

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	<p>be able to access FRS through Banner. During training participants will be able to look at sample accounts, access new Banner accounts based on security and this year budget. In the process of identifying power users for training. There is an estimated number around 300 power users. Once power users are identified will be going to identify other users, and contact for training. On-line requisitions training will be in May 2004. Mark Schmotzer will give update to UMG managers at their next meeting.</p> <ul style="list-style-type: none"> <li>• Human Resources – <b>Bruce Vieweg:</b> Bobbi Kysar and Linda Noyes are in training. Scheduled this session to be a general consultant visit to review work on benefits tables. Consultant Cyd Hawkins confirmed that the HR team was on track and made significant progress.</li> <li>• Student – <b>Ned Harris:</b> SCT Consultant Carol Berg is here this week facilitating catalog and schedule. Core team has begun to test and review data. Continue to work on items that are behind on Project Plan, and progress is being made. <b>Question:</b> Will student use imaging? <b>Response:</b> It is our goal, but there are some significant applications in admission and financial aid. Imaging comes with 16 applications tied with data connected to Banner. There is a concern for retention of documents that has not been addressed. Using imaging for students to scan insurance cards would be beneficial, and a way to keep insurance information on file. <b>Question:</b> How will listing courses fit into this, and can we tie this to web page? <b>Response:</b> There is a procedure run in the student system based on data stored in system that builds a catalog, and put on front side of self-service page. This will be available March 05. The current catalog is on line through WebStar.</li> <li>• Luminis – <b>Michael Burks:</b> Focusing on developing instructional help for student organizations who want to develop a group. Planning to do SLU 101 where students come through a computer lab, and be introduced to Luminis and WebStar.</li> <li>• Data Conversion – <b>Jeff Kapp</b> – John Goerke sent an information sheet for team leads to review and report back after evaluating the general person data. Conversion team is moving data into other instances. Pulling data in, converting data and running routines that need to be pulled into other instances.</li> <li>• Banner Issue – <b>Jeff Kapp</b> – The conversion team is accessing data through reporting tool. IBI will be here in April 04. There are 10 training days and split in 3, 3, 2, and 2 training session. The ITS staff and invited individuals will attend early sessions. John Goerke will forward dates. System education weeks will be avoided as much as possible.</li> <li>• Marketing &amp; Communication – <b>Kathryn Hundman</b> – Will devise an article that will address concerns about removing e-mail system. Communication team is participating in Gateway training classes to become better familiar with system to be able to produce more effective communications about project.</li> </ul>
New Business	<ul style="list-style-type: none"> <li>• <b><u>Removing E-mail Rumor</u></b> – <b>Michael Burks</b> - The e-mail system has two parts. A server piece that is housed in Des Peres Hall that handles all information transfers that users never see, which is the backend of e-mail system. The second part is the client piece. Users are aware of this part, which is the piece that appears on user's monitors. The client portion is when a user composes, sends and view e-mails. The client portion is the part Luminis deals with and is the front-end of e-mail system. There are other e-mail clients that users have access to like Netscape and Outlook. Implementation of the backend server functions is what's being removed from the Gateway Project Plan. It is recommended that faculty and staff use Outlook or Netscape while on campus. When off campus it is recommended that the Luminis front-end client be used because it is more efficient than</li> </ul>

Topic	Discussion
	<p>mail.slu.edu. The user will be able to view messages off campus, but will not be able to download messages. The Luminis client is read only. <b>Question:</b> At some point are we going to delete SLU.EDU? <b>Response:</b> It is our goal to migrate students from mail.slu.edu to use the Gateway Portal. <b>Question:</b> Should we migrate to outlook for e-mail? <b>Response:</b> Yes, move to outlook. If contact list in outlook, is not complete and dependent of name search. Outlook does not work with SLU server, and has to point to another server. <b>Question:</b> How long will Netscape be around? <b>Response:</b> Until the end of June or July 2004 per Time Warner.</p>
Shadow Database	<ul style="list-style-type: none"> <li>• <b>Julie Weissman</b> – Can we identify shadow database to incorporate into Banner? Registration for 101 is difficult to pull off. <b>Response:</b> There is a place where we list interfaces for different systems. One piece is where the data is being imported into core system. There is a sense of where some extracts are going. Will verify if that is a feature in Banner. Need to identify what individuals are pulling extracts and looking at them. Advancement has a list that is under review. <b>Suggestion:</b> Place a survey on Newslink.</li> </ul>
Action Items	<ul style="list-style-type: none"> <li>• None</li> </ul>
Items to refer to Executive Committee	<ul style="list-style-type: none"> <li>• Security Issue – Protocol for data standards</li> <li>• Shadow database</li> </ul>
Adjournment	<ul style="list-style-type: none"> <li>•</li> </ul>