



**Minutes
gateway Steering Committee
June 11, 2003**

Attendees: Bruce Vieweg, Ellen Harshman, Bobbi Kysar, Ned Harris, Linda Noyes, Julie Weissman, Michael Burks, Jeff Kapp, Austin Winkleman, Paul Jackson, Lee McDurmont, Phil Lyons, Cheryl Alt, Steve Miller, Paul Schnabel, Steve Dina, Bob Webster

Absent: Asai Asaithambe, Bob Heaney, Greg Muck, Bob Woodruff, John Goerke, Elizabeth Winchester, Hal Deuser

Topic	Discussion	Action
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • None 	
Review minutes from meeting of May 28, 2003	<ul style="list-style-type: none"> • No Comments 	
Luminis Demonstration (Michael Burks)	<ul style="list-style-type: none"> • To login, go to gateway.slu.edu • All pages will have personal announcements, campus announcements and Newslink. • Roles will determine what options each individual has. • One valuable feature is the groups tab. • To view Luminis test site: username: staff, password: asdf1 	
Project Definition Document – Final Review and Edit	<ul style="list-style-type: none"> • Page 11, re: BPAs, deliverables are a current state document, an improved state document, and a SCT recommended practices document. • Page 13, need to keep track of assumptions, will be tracked on a quarterly basis. • Page 17, more work will be done in the risk area; will be tracked and reported on a monthly basis. • Page 25, ongoing project related updates would need to be 	Take one more look at this document and note omissions, issues, language issues, etc.

Topic	Discussion	Action
	<p>modified/updated as needed.</p> <ul style="list-style-type: none"> • Page 26, be consistent with milestones (System Education Plan) • Page 30, QA report will be delivered 2 times/year • Page 35, sizing sheet will be changed to reflect what we have 	
Status Updates	<ul style="list-style-type: none"> • Overall project – Ellen Harshman, Bruce Vieweg: • Alumni & Development – Paul Schnabel: • Financial Aid – Hal Deuser: • Finance – Mark Schmotzer: • Human Resources – Bobbi Kysar, Linda Noyes: • Luminis – Michael Burks: • Student – Ned Harris: • Data Conversion; Reporting and Data Analysis – John Goerke: • Technical Issues – Jeff Kapp: 3 week break in technical training then the full month of July. 	
Project update – tracking “issues (Austin Winkleman)	<ul style="list-style-type: none"> • Issues are part of the project oversight – need to track for continuity, documentation. Working with Jeff on setting up a database for these issues. Resolve at lowest level possible. Florida State’s website has an example of tracking issues. 	
General discussions and/or questions from members	<ul style="list-style-type: none"> • Person ID-data standards issue come up • Social security # • Multiple student emails accounts, like slu and hotmail; can be forwarded to preferred email; can track multiple addresses 	
Items to refer to Executive Committee	<ul style="list-style-type: none"> • 	
Adjournment	<ul style="list-style-type: none"> • 	Next meeting in 2 weeks in Verhaegen 219