



**Minutes
Gateway Steering Committee
June 25, 2003**

Attendees: Ellen Harshman, Bobbi Kysar, Ned Harris, Linda Noyes, Julie Weissman, Michael Burks, Jeff Kapp, Paul Jackson, Lee McDurmont, Steve Dina, Bob Webster, Harold Deuser, Elizabeth Winchester, Bob Woodruff, Linda Parker, Tracy Watkins

Absent: Bruce Vieweg, Paul Schnabel, Austin Winkleman, Cheryl Alt, Asai Asaithambe, John Goerke, Robert Heaney, Phil Lyons, Steve Miller, Greg Muck, Mark Schmotzer

Topic	Discussion	Action
Agenda Review – Any additional items?	<ul style="list-style-type: none"> No additional items were added to the agenda. 	
Introduction: Tracy Watkins, Senior Secretary for the Gateway Project	<ul style="list-style-type: none"> Ellen Harshman thanked Linda Parker for her hard work and support. 	
Review minutes from meeting of June 11, 2003	<ul style="list-style-type: none"> There were no additions to the minutes of June 11, 2003. 	
Project Definition Document – Final Review and Sign-off	<ul style="list-style-type: none"> There were no objections to current content of the Projection Definition Document. 	Committee members were asked to review the material and submit any changes
Site Visit to Truman State – Brief Report	<ul style="list-style-type: none"> Ned Harris– Felt that the visit to Truman State was very helpful and informative. Those that attended were able to meet with their functional counterparts. The majority of the time was spent in a large group discussing the implementation of Banner. Truman was asked about their hind site of the project. They responded by strongly encouraging us to communicate with the SCT consultants. It was stressed that it was extremely important to have agendas established as 	Need to contact Kathy about a more detailed time line task list.

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	<p>early as possible, along with timelines. Truman expressed disappointment in the agendas which lacked detail. This was an area they felt they could have been more assertive. Truman did state that SCT is open to work with the client in regards to agendas. Ellen Harshman said that Truman felt that consultants were a little slow. Jeff concurred, he informed the committee that he was experiencing difficulty in receiving the agendas and any additional material that the trainer may have. Jeff felt that all material should be received two months before the class. He believes this is a realistic timeframe, due to the fact that the agendas do not change from client to client. Having the material two months before the training session will allow evaluation of who should attend the training, and will give ample time to have material reproduced and disseminated. Jeff has made this request to Kathy. Ned came away feeling that there is a methodology to SCT implementation of the project. Truman is less complex in organization than Saint Louis University. When Truman began the process they started with four entry points. When the process completed they ended up with two. Overall those who attended the visit to Truman felt it was a day well spent.</p> <ul style="list-style-type: none"> • Julie Weissman – Inquired of Truman how they pulled information from the system for management use. They were able to answer her questions. • It was stated that the main database administrator decided to use crystal reports. They centralize the reporting system in IT. • Truman’s additional regrets were that they did not bring student accounts in the process sooner. They also encouraged technical training for staff. • Ellen Harshman - Felt that we are on the right track. 	
Data Standards Document – Update	<ul style="list-style-type: none"> • Bobbi Kysar – Trying to acquire a copy of the University of Denver’s Data Standards. On July 16 a rough draft of the Data Standard documentation will be presented to the Executive Committee for review. • Ellen Harshman – Stated that a lot of thought must go into the Data Standards documentation. • A question was raised about prospective students applying to SLU on-line: Can students create records via web products? Response: No. 	Committee members are requested to think through process.

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	<p>The student may enter information, but would not have the capability to create records. Truman informed that there will be duplicate records, and encouraged us to build a system that will reduce the errors.</p>	
<p>Status Updates</p>	<ul style="list-style-type: none"> • Overall project – <u>Ellen Harshman</u>, Bruce Vieweg: • Alumni & Development – Paul Schnabel: • Financial Aid – Hal Deuser: Stated that the people at Truman suggested that we get the user manuals before implementation. He requested material from Jeff. Jeff stated that when we go live, it would be with version 6 documentation, and the documentation that we currently have is for version 5. • Finance – Mark Schmotzer: Absent – Representative, Linda Noyes, stated that by the end of week SCT would forward proposed option code listing. • Human Resources – Bobbi Kysar, Linda Noyes: Received BPA response, and in the process of reviewing material. • Luminis – Michael Burks: The trainer sessions are going well. This week they are making training preparations. They overcame a major technical problem with moving reports. • Student – Ned Harris: They will have BPA feed back the week after July 4, 2003. • Data Conversion; Reporting and Data Analysis – John Goerke: • Jeff Kapp– Should receive conversion report today. There are no other technical problems. Connection problems have been resolved. Jeff stated that the technical portion of the project was a little behind than desired, but moving along. • Marketing & Communication – Bob Woodruff – Presented a rough draft of the Communication Plan documentation. The documentation is a summary of how to communicate the various aspects of the project to each group on the campus. • Question: Ned Harris stated that Sally Ward questioned if Banner could handle the Medical School’s functions such as lottery 3rd & 4th year medical students schedule, or will additional software be purchased? It was stated that Sally Ward feels like she has received mixed messages in regards to Banner’s capabilities and support for the Medical School. 	<p>Committee members may contact Jeff to review version 5 documentation.</p> <p>Committee members are to review documentations, and to make comments.</p> <p>Jeff will talk with Sally Ward to understand her concerns.</p> <p>Also it was suggested to locate a Medical School that is currently using Banner to evaluate the process.</p>

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	<ul style="list-style-type: none"> • Ellen Harsman requested to be informed as to who from the medical school were attending the team meetings. 	
Project Updates – Tracking ‘issues’ (Austin Winkleman)	<ul style="list-style-type: none"> • Absent – Deferred to next steering committee meeting 	
Items to refer to Executive Committee	<ul style="list-style-type: none"> • Executive Committee agenda items for next week will include logins and security issues. 	
General discussions and/or questions from members	<ul style="list-style-type: none"> • None 	
Adjournment	<ul style="list-style-type: none"> • 	