



**Minutes
Gateway Steering Committee
August 18, 2004**

Attendees: Ellen Watson, Donna Dori-Adams, Jeff Kapp, Chris Cannon, Bill Mootz, Kahtryn Hundman, Bobbi Kysar, Linda Noyes, Sandy Pritt, Mark Schmotzer, Paul Schnabel, Laurinda Smith, Jim Weldon, Julie Weissman, Elizabeth Winchester, Andrew Wimmer, Austin Winkleman

Absent: Steve Dina, Jeanne Donnelly, Ellen Harshman, Paul Jackson, Phil Lyons, Lee McDurmont, Steve Miller, Robert Webster

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> No additional items for agenda.
Review minutes from August 4, 2004, Executive Committee July 28, 2004	<ul style="list-style-type: none"> Approved and will be posted on Web.
Old Business	<ul style="list-style-type: none"> <u>Alumni Update</u> – Chris Cannon – We are making a good deal of progress. In September 2004 it is our goal to make a recommendation for October 4, 2004 as advancement go-live date. There still are a number of error messages that the team is working on, and by early September 2004 data will be ready for validated. Substantial progress with reporting. IBI will be on site Thursday, August 19, 2004 to work with the Advancement team. End-user training will resume by mid September 2004. Question: What is the status of the duplicate records? Response: Maggie Waters has applied all changes from student and human resources, and the report is in the process of running now. Anticipated completion of report by end of today. Requested that the advancement, student and human resources team each assign a person to review report. Concern: Having only one resource to develop reports is a concern. Response: IBI has been brought in to do initial setup for security, and there is time do analysis of specifications that alumni has provided. There is still time available to have them help with development, in addition to a couple people that are resources that can be used for reporting. Diane Sudduth is leading the reporting aspect of the project. In the student team there is a larger group of people to pull from to assist with development. We have identified reports for the student team, but no timeline as when to use. There is a need to layout a timetable for the data warehouse piece. <u>Student Password Communication</u> – Discussed in the Executive Committee what mechanism to use for communicating to students their password. Banner will automatically generate a password, but once generated how are students informed of password? The registrar’s office does not have the capability to communicate those pins to students. Do we communicate by letter, e-mail or in person? It was suggested that Academic Affairs and the Student team collaborate on a solution, and make a recommendation to the Executive and Steering Committees. <u>Catch UP and Keep UP (Medical School)</u> – On Tuesday, August 10, 2004 Jeff Kapp attended the Dean’s Staff meeting to give a status of the Medical School’s involvement in the project, and identified items to move forward.

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	<p>The Medical School was informed that resources from the student and financial aid teams would be provided to assist the Medical School in coming up to speed. The Medical School will participate in the remainder of core meetings for system education training. Jim Weldon will continue to inform Dr. Heaney of participation status. Two people have been attending the student system education training this week. Will target the week of August 23, 2004 to schedule meetings for catch up.</p>
Status Updates	<ul style="list-style-type: none"> • Overall project – Donna Dorl-Adams: Donna and Jeff have been working through the overall plan to update. There are several items that need to be built up Datamart, Webflow and WebCT Connect. The project plan only reflected the original target dates. Donna will be in touch with team leads to get status updates to incorporate into plan. Question: What is the target date for Eprint? Response: A decision must be made for implementation. Should this be done in 2005 or considered Phase II. Currently there is no funding for the purchases of an Eprint sever. The original server is an issue. Do not believe it was the right server to implement. Will discuss with Kathy Singer for clarification. • Financial Aid – Sandy Pritt: This week the team is involved in system education this week, and we have finalized the calendar. Janice Barnes will be leaving the University. September 3, 2004 will be her last day. We are in the process of filling the vacancy. An announcement of replacement is forthcoming. • Finance – Mark Schmotzer: The majority of the purchasing rush is over. In the process of completing month-end for July 2004. Anticipate completion by end of August 2004, and by September 2004 we should be back on schedule. Reports for July 2004 will not be available. Departments can use self-service to retrieve information. Xtender is up and working. We have done some testing with departments, and they can scan images of invoices. Unfortunately, we have run out of storage space. We will be migrating to SunSolairs that will allow more space. Departments are approving invoices in self-service. Finance is using an external resource to fax P.O s. There is a need to get fax server in place. There is a need for completion of E-mail notification of disapprovals, and Appworks job scheduling system automation. John Harris is manually running functions. The self-service piece has been a success. There are minor cosmetic things to get done. Finance will require continued support. Using FRS for IDX and FRS for patient refunds • Human Resources – Bobbi Kysar, Linda Noyes: There was system education training the week of August 10, 2004. The HR team developed our calendar of event of things to complete for going live. A few critical things will be added to calendar. The team is testing and validating data converted from plus into banner. Identified a few bugs. Converted 7,000 records and only 14 errors were identified. • Student – Laurinda Smith: In training this week. Submitted a backfill request for September 2004. Preparing for Spain's on-site visit. At the September 1, 2004 Steering Committee meeting the student team will make a go-live recommendations for admitting and recruiting. • Data Conversion – Jeff Kapp: in addition to alumni's data conversion, the other teams are reviewing work on conversion pieces for HR and student. In the process of rebuilding the catalog and schedule for student. HR has done a considerable amount of work to finish up with crosswalks tables. • Marketing & Communication – Kathryn Hundman: There is a new student button on the homepage. We did not cave into the demands of the students, we just funnel inquires into area where they can discuss issues, and the page explains various services to access through gateway. There was a story in the recently published Grand Connections about portal. Chris Waldvogel will be leaving the University. You can continue to send information to Alice. I met

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	<p>with Andrew Wimmer to discuss his training for CMS with SCT, and did not get a positive feeling about product. Response: This was discussed at the Executive Committee meeting before Andrew's departure for vacation. It was decided to form a committee to evaluate the product. In October 2004 a formal presentation will be made to Executive Committee. Kathryn Hundman will sent out a survey to other Jesuit schools to inquire about the product they are use.</p>
New Business	<ul style="list-style-type: none"> • <u>Ethnicity Validation Table</u> – Laurinda Smith – Distributed information pertaining to tables. The validation tables are in the Data Standards manual and are updated very frequently. Would like to recommend the removal of tables for Data Standards document. When the student team was in the process of developing tables we incorporated AMCAS race codes, which caused problems with self-service piece. Discussed this issue with the Medical School and they agreed that codes could be broken down. Proposed codes for Banner and for codes to be reflected in Data Standards document. The decision for changing codes should come from the Executive Committee. Changes are brought to the Steering Committee for informational purposes only. This matter will be taken up at the next Executive Committee meeting. • <u>Project Celebration</u> – Ellen Watson – It is very important to celebrate our successes. There is a ad-hoc committee consisting of Ellen Watson, Donna Dorl-Adams and Kathryn Hundman to plan an university wide celebration for finance going live, and several other events.
Items to refer to Executive Committee	<ul style="list-style-type: none"> • Data Standards • Validation Tables • Madrid Campus visit (<i>September 1, 2004 Steering Committee agenda</i>)
Adjournment	<ul style="list-style-type: none"> •