



**Minutes  
Gateway Steering Committee  
August 20, 2003**

**Attendees:** Bruce Vieweg, Ellen Harshman, Ellen Watson, Jeff Kapp, Chris Cannon, Michael Burks, Bob Woodruff, Paul Jackson, Steve Dina , Lee McDurmont, Bob Webster, Phil Lyons, Austin Winkleman, Elizabeth Winchester, Linda Noyes, Bobbi Kysar, Julie Weisman, Sandy Pritt, John Goerke, Paul Schnabel

**Absent:** Asai Asaithambe, Ned Harris, Robert Heaney, Steve Miller, Mark Schmotzer

Topic	Discussion	Action
Agenda Review – Any additional items?	<ul style="list-style-type: none"> <li>Deleted Summary Reporting from agenda.</li> </ul>	
Introductions	<ul style="list-style-type: none"> <li>Ellen Watson, new ITS Vice President and CIO; and Sandy Pritt, Interim Director of Financial Aid, were introduced to the Steering Committee.</li> </ul>	
Review minutes from meeting of August 6 2003	<ul style="list-style-type: none"> <li>None</li> </ul>	
Go Live Criteria Discussion	<ul style="list-style-type: none"> <li><b>Austin Winkleman</b> - The Go-Live Recommendation document is intended to be a resource for all Team Leads for a go-live recommendation. It provides a standard format and process for Team Leads to present their recommendations to the Steering Committee. Feedback and questions was solicited from Steering Committee.</li> <li><b>Question:</b> Concerns about six weeks timeline. <b>Comment: Bruce Vieweg</b> – Six weeks provides time to examine what are the remaining pieces of implementation, and whether or not the implementations are able to be completed within remaining timeline. Using this timeframe for careful review, we can determine if additional man-hours are required along with additional financing to meet the required schedule. Six weeks will ensure a complete product, and give a certain level of confidence. The proposed timelines will allow Executive and Steering committees an accurate status update.</li> <li><b>Concern:</b> Within the document there is nowhere for SCT to provide go-live criteria input. <b>Comment:</b> SCT will be given opportunity for input. A section will be added for SCT recommendations.</li> <li>Committee was asked to review document and send questions/comment to Austin Winkleman.</li> </ul>	Committee was asked to review document and send questions or comment to Austin Winkleman.

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Summary Findings	<ul style="list-style-type: none"> <li>• <b>Bruce Vieweg</b> - This week Cognos, Brio and Webfocus will be presenting hands on demonstrations. Recommendations will be given to the Executive Committee on Wednesday, August 27, 2003.</li> </ul>	
Project Plan	<ul style="list-style-type: none"> <li>• <b>Jeff Kapp</b> – Bruce Vieweg contracted outside consultants to review project plan. Consultants provided several very helpful comments and recommendations. A major concern was staff and human resources. We are in the process of incorporating comments within the plan.</li> <li>• <b>Ellen Harshman</b> – Jeff Kapp made a presentation Wednesday, August 20, 2003 to the Council of Academic Deans and Directors (CADD). Information was well received; Jeff provided great detail in terms of the progress of the project.</li> <li>• <b>Bruce Vieweg</b> – Currently in the process of preparing a summary presentation for the trustee boards. The report will summarize the last eight months of the Gateway project. Received an inquiry from SCT audit to make sure that purchase and service was reflected properly in the report. <b>Bob Woodruff</b> offered assistance from University Marketing and Communications with report preparation.</li> </ul>	
Status Updates	<ul style="list-style-type: none"> <li>• Alumni &amp; Development – <b>Paul Schnabel</b>: - Completed BPA the week of August 11, 2003. Judson Matthews, consultant from SCT, did a great job as facilitator. Overall we are off to a good start. The report will be written this week, and we should receive it the week of August 25, 2003.</li> <li>• Human Resources – <b>Bobbi Kysar, Linda Noyes</b>: The human resource team participated in the Navigation training, which was very informative. Jeff Kapp was thanked for the training.</li> <li>• Luminis – <b>Michael Burk</b>: The Luminis test server is in place. Started to load the software on Tuesday, August 19, 2003. On Thursday, August 21, 2003 will begin to execute test plan to transfer information from Plus to Luminis. Actual testing will begin the week of August 25, 2003.</li> <li>• Data Conversion; Reporting and Data Analysis – <b>John Goerke</b>: Vendors Cognos, Brio and Webfocus are in the process of giving hands on demonstrations. Friday, August 22, 2003 group will meet to make recommendation to present to the Executive Committee on Wednesday, August 27, 2003. Conversion plan is final. Ned Harris suggested minor date change to data conversion. In September 2003 expecting to receive Cobol program for data conversion. Tried to incorporate all of SCT conversion dates. Goal is to start testing in January.</li> <li>• Technical Issues - <b>Jeff Kapp</b>– The Banner database will not be available August 25, 2003 through August 27, 2003 will be in the process of updating Banner to version 6. Navigation training was completed this week. Sessions allowed core teams to become familiar with the system. Due to the overwhelming response, additional Navigation training will be scheduled for the first week of September. Once dates are confirmed team leads will be notified to register team members that were not able to attend previous sessions. Barb Coleman participated in training to review content, and to provide comments. Recently received</li> </ul>	

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	<p>comments from various persons that we need to give more detailed explanations of subject content. On Thursday, August 21, 2003 core team leads will meet in the Salus Conference room to discuss Data Standards.</p> <ul style="list-style-type: none"> <li>Marketing &amp; Communication – <b>Bob Woodruff</b> – Requested a copy of the issues tracking spreadsheet that was referenced in the July 30, 2003 Executive Committee meeting. Jeff Kapp will e-mail Issue Tracking spreadsheet to committee members. Inquired about the status of Gateway’s Web Page. <b>Response:</b> Bruce Vieweg informed committee that Tracy Watkins would maintain page. She completed training the week of August 14, 2003 and waiting for the software to be installed. The services of Elizabeth Boteler were offered to immediately update site.</li> </ul>	<p>Jeff Kapp will e-mail Issue Tracking spreadsheet to committee members</p>
<p>General discussions and/or questions from members</p>	<ul style="list-style-type: none"> <li><b>Web Page Content</b> – Suggested that education plan, approved steering committee minutes and training calendar are some of the content that should be place on the web. Question: What is the Web Page address for the Gateway project? <b>Response:</b> <a href="http://www.slu.edu/gatewayinitiative/">http://www.slu.edu/gatewayinitiative/</a> Jeff Kapp will e-mail Web Page address to committee.</li> <li>Ellen Watson – Pleased about level of excitement about project. If at anytime committee feels that there is a lack of enthusiasm, bring to her attention so things can be implemented to regain enthusiasm.</li> <li>Lee McDurmont – How long can we run without external power? We are on generators and the system has been tested.</li> </ul>	<p>Jeff will provide Web Page address to committee.</p>
<p>Items to refer to Executive Committee</p>	<ul style="list-style-type: none"> <li>Summary findings</li> <li>Project Plan</li> </ul>	
<p>Adjournment</p>	<ul style="list-style-type: none"> <li></li> </ul>	