



**Minutes
Gateway Steering Committee
September 17, 2003**

Attendees: Ellen Harshman, Bruce Vieweg, Jeff Kapp, Michael Burks, Paul Jackson, Linda Noyes, Kathy Singer, Sandy Pritt, Steve Miller, Austin Winkleman, Julie Weissman, Elizabeth Winchester, Bob Webster, John Goerke, Phil Lyons, Paul Schnable, Lee McDurmont, Ned Harris

Absent: Bobbi Kysar, Asai Asaithambe, Chris Cannon, Steve Dina, Robert Heaney, Mark Schmotzer, Bob Woodruff

Topic	Discussion	Action
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • None 	
Review minutes from meeting of September 3, 2003	<ul style="list-style-type: none"> • None 	
Old Business	<ul style="list-style-type: none"> • Data Standards – Jeff Kapp – Distributed current Data Standards document. Comments and suggestions from team leads and Steering Committee members were incorporated in this version. On Wednesday, September 17, 2003 Jeff Kapp sent the committee a summary of the changes that were made. • Austin Winkleman - Questioned the security of ID, of a person remembering the ID #, and suggested a single digit ID check be installed. • Bruce Vieweg - Requested the following: a cost of the possible modification, inquired if other Banner schools had process in place, and the compatibility of the conversion with the other systems in place. Jeff Kapp volunteered to head up a committee to investigate ID security check. • Austin Winkleman - Questioned the university’s policy on the use of Social Security numbers. This question will be referred to the PPC. • Ellen Harshman - Questioned if the Data Standards document was a standard or procedural document? Response: The general consensus of the committee was that the document is a standard document, and a procedural manual needed to be developed. • Julie Weissman – Informed the committee due to recent federal government laws the table language would have to be changed to reflect the new federal regulations. • There will be one more reading of the Data Standards document. Committee was requested to send comments to Jeff Kapp. 	<p>Jeff Kapp will head the committee for investigating security ID check.</p> <p>Committee to review document and forward comments to Jeff Kapp.</p>

Topic	Discussion	Action
	<p>months. There has been a request to establish a Gateway account for training. Progress is being made with configuration management.</p> <ul style="list-style-type: none"> • Alumni & Development – Paul Schnabel: Team is involved with system education training this week, which is going very well. • Financial Aid – Sandy Pritt: Team has begun to meet again. • Finance – Mark Schmotzer: Team is participating in the system education training. Training is going well. • Human Resources – Bobbi Kysar, Linda Noyes: Preparing for system education training for the week of September 23, 2003 the main focus will be on the BPA. • Student – Ned Harris: Completed system education training the week of September 9, 2003. The team felt overwhelmed by what the project is going to in tell. We must realize that our day-to-day routine is going to change. • Luminis – Michael Burks: Encountering obstacles with moving information from Plus to Luminis. This is our third attempt, and will enlist the assistance of SCT consultant. I have had several visits with the academic units to discuss Luminis. They have been very receptive of system. • Data Conversion – John Goerke: The core group will meet every other Monday to identify basic criteria. In the meeting the team will be reviewing and discussing issues. Meet with Bruce Vieweg, Jeff Kapp and Kevin Proot to discuss data migration. We are scheduled for training the Week of October 20, 2003 for tool conversion. I received a copy from Kathy Singer to review. 	
New Business	<ul style="list-style-type: none"> • <u>ANNOUNCEMENT</u>: The Steering Committee meeting scheduled for October 1, 2003 will be held in Busch Center rooms 253 A & B 	
Action Items	<ul style="list-style-type: none"> • 	
Items to refer to Executive Committee	<ul style="list-style-type: none"> • Reporting tool • Data Standards • Go-Live six week frame work 	
Adjournment	<ul style="list-style-type: none"> • 	