

LSS Team Meeting Notes
 9/19/07
 10:00-11:30 AM
 K109

Outstanding Action Items					
Item	Action Item	Assignee	Target Due Date	Priority	Comments
1	LSS Annual Report due	All	10/5	1	
2	Disaggregate area data of users to see if they representative of students at the college (for Diversity Task Force)	All	ongoing	1	
3	Create portfolio of diversity activities that help us meet our goal of inclusiveness/student success	All	ongoing	1	
4	Consider how we leverage this information (data and existing programs to infuse diversity and multiculturalism) to move toward our goal	All	ongoing	1	
5	Create student focus groups to gather more intentional data (include past graduates) on diversity / multiculturalism	LSS Diversity Committee	ongoing	1	
6	Create LSS ePortfolio to showcase what's being done at college re: diversity	Tina	ongoing	2	
7	2007-2008 Assessment Planning Reports due	All	10/2007	1	

Meeting Notes

Present

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Sheri Bakunowski | <input checked="" type="checkbox"/> Jo Ann Caufield | <input checked="" type="checkbox"/> Norma Chandler | <input checked="" type="checkbox"/> Laurie Cigan |
| <input checked="" type="checkbox"/> Ken Clarke | <input checked="" type="checkbox"/> Paul Dale | <input type="checkbox"/> Tina Emmons | <input type="checkbox"/> Rod Fensom |
| <input checked="" type="checkbox"/> Lily Fultz | <input checked="" type="checkbox"/> Mary Lou Goff | <input checked="" type="checkbox"/> Paul Golisch | <input checked="" type="checkbox"/> Shirley Green |
| <input checked="" type="checkbox"/> Ellen Hedlund | <input checked="" type="checkbox"/> Rosemary Hooper | <input checked="" type="checkbox"/> Heather Kruse | <input type="checkbox"/> Loretta Mondragon |
| <input checked="" type="checkbox"/> Richard Morales | <input checked="" type="checkbox"/> Carol Myers | <input checked="" type="checkbox"/> Stella Napoles | <input checked="" type="checkbox"/> Jim Rubin |
| <input checked="" type="checkbox"/> Esther Schon | <input type="checkbox"/> Rick Sheets | <input checked="" type="checkbox"/> Greg Silcox | <input checked="" type="checkbox"/> Jennifer Strickland |
| <input checked="" type="checkbox"/> Paula Vaughn | <input type="checkbox"/> Amber West Martin | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE: While SIS go-live has been postponed until February 2008, this summary addresses issues for the go-live transition that will be reviewed in January 2008.

SIS Training

- Training schedule was reviewed
- Staff required attendance
- Directors are responsible to ensure staff competencies are met before go-live

Shadow Systems

- SS inventory/checklist was reviewed
- Legacy can be a back-up once SIS goes live
- Will go fully live with CDS data post go-live
- ID card system a req SS to other college shadow systems

Quick Response Team

- Diagram was reviewed
- Tier 1 with outside vendor Perceptis
- Tier 2 PVCC Helpdesk 7:30-10:00 M-F – MickFitchett and DP Lab Techs
- PVCC Functional Leads to address business process questions, functional questions (Ann Fulton, Lola Quiroz, Helen Ortiz, Augustine Erpelding)

- Final Tier 3—District for application or database

Transition

- Legacy goes to view only mode 10/4 5:00 p.m. (Financial Aid to use Legacy until spring)
- No live data 10/4 5:00 p.m. to 10/9 8:00 a.m.; use of view only with Legacy
- Downtime may be extended if conversion problems arise
- Discussion
 - Marketing issues
 - Campus signage to alert students
 - Banners, shirts to promote my.maricopa.edu
 - Notes to students via listserv
 - News article on web sites
 - Student Communication
 - Scripts
 - Same message within departments and across the college
- Plan for service to students through 10/8 (following week if necessary)
- Fiscal taking payment pending
- Plans to Jo Ann by Friday, 9/21/07
- Need for an overarching script during the transition time
- District-wide communication to all students tri-fold (current MCCCCD students) distributed day of go-live
- District press release
- Student How To's
- Communication to students via web sites by 9/26/07
- What to expect during transition
 - Prepare to work with students—good customer service (employees need to be positive)
 - Prepare for some contingency planning

Q&A

- Is there a process to “close the loop” on the help desk questions?
 - Yes. Information will be shared back through the functional and front line staff
- Follow-up Emails
 - Jo Ann – Business Processes
 - Carol – Business Processes for QRT
- Continued support for FA
- Continued implementation over the next 18-24 months

Next Meeting

October 11, 2007 • 2:00-3:00 p.m. • M132
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