

Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	February 11, 2008
Time:	10:00 AM ET
Location:	McFall Chart Room

Invitees/Attendees (* in attendance, # absent, + substitute, = by conference call)

Names			
*	Bruce Petryshak	*	Bill Gerwin
*	Linda Dobb	*	Chris Cox
*	Sheri Stoll	*	Leslie Wilbourn
#	Shirley Baugher	*	Ginny Pinkelman
*	Ed Whipple	+	Al Gonzalez

Opening Statements

Bruce called the meeting to order at 11:00 AM.

The new voting Executive Steering Committee members are Bruce Petryshak, Linda Dobb, Sheri Stoll, Shirley Baugher and Ed Whipple. Meetings will be scheduled for every Monday at 11:00 am as necessary. Bill Gerwin, Chris Cox and Leslie will present Action/Information Items to the group. If there is a need for further explanation of Action/Information Items, individuals would be invited to the following weeks meeting.

Action Item HCM-A029

Bill presented Action Item HCM-A029, Allow Correct History in the Tenure Maintenance Module. In January there was an initiative to get tenure maintenance with HCM working correctly. During the project it was determined some of the tenure history that was collected is incorrect, which is possibly due to conversion or data entry error. This action item will correct the history data and is important. The history is used to track faculty members through the tenure track. If the information is incorrect, it affects tracking and federal reporting.

Alternative #1 is to use PeopleSoft as delivered. This will involve a manual change to correct the history and moving forward there is no way of correcting the data.

Alternative #2 is to create a custom BGSU page and certain key individuals will have access to correct the history. Several universities were contacted regarding this action item and most do not use a tenure maintenance module, and unable to find a university with this particular problem.

Bill stated the problem stems from data that was converted over; the data was incorrect and would like to correct it as opposed to leaving the information incorrect. **Bruce** asked why PeopleSoft did not provide a mechanism for correction. **Bill's** understanding is the information should be correct when it is entered. **Bruce** asked what PeopleSoft's expectation was if a mistake were made. **Bill** stated another entry can be added, but it does not allow you to just go in

and wipe out the mistake. Bill noted faculty contracts are initiated at the department level not HR.

Al asked what the relationship between this is and the annual or midterm reviews. Bill is not sure but they will be using the tenure maintenance automation to determine who is not making adequate progress. Bruce asked if there is an audit trail and Bill believes it can be turned on. Sheri expressed concern about inaccurate data. Bill stated there must be a reason why PeopleSoft did not have this set up for correction mode. Bill noted most universities do not use the tenure maintenance.

Action Item CSS-A004

Chris presented Action Item CSS-A004, System of Record for Degree Audit and Transfer Credit. Darwin has been in use since the early 90's. Registration and Records also relies on Darwin to track and enforce retake policies. We are unable to use PeopleSoft delivered retake processes. Chris is working with Mark Gromko to revisit policies in order to streamline. Chris noted that PeopleSoft will not be available for use PeopleSoft day 1 and need some method to track course retakes.

The Ohio Board of Regents also mandates transfer guidelines. PeopleSoft has degree audit functionality and it is similar to Darwin; however, the timeline would involve significant man hours to convert degree audit rules. Chris stated the University is better off using Darwin rather than rebuilding the information in PeopleSoft; this is not a long term solution. This will be a function later in PeopleSoft, but not at this time. Chris recommends the use of Darwin degree audit. Linda asked if Darwin would be a bolt on to PeopleSoft and Chris stated it would be a separate application. Linda asked if this is typical of other institutions and Leslie stated yes. Because BGSU already has a system in place, Leslie supports continued use of Darwin. Chris spoke to other schools that opted to stay with Darwin for now. Bill noted that Ohio State, The University of Texas and the University of Massachusetts stayed with Darwin.

Roll call vote for Action Item CSS-A004:

Bruce Petryshak	Alternative #2
Linda Dobb	Alternative #2
Al Gonzalez for Shirley Baugher	Alternative #2
Ed Whipple	Alternative #2
Sheri Stoll	Absent

Action Item CSS-A005

Bill presented Action Item CSS-A005, Department of Education File Transfer and Reconciliation. Currently there is a way of exporting and importing data from federal places for student financial aid applications, direct loans, grants etc. This creates a smooth automated process to and from various agencies. PeopleSoft as delivered does not provide this automation and it would require much human intervention to do this.

Alternative #2 and #3 would create automation in PeopleSoft in order to not slow down the exporting and importing of information from agencies. Most of the transporting of data occurs when the office is pretty busy. Alternative #2 allows us to use automated programming from the

University of Michigan. The group is recommending Alternative #2. Alternative #3 would be to create our own programs.

Roll call vote for Action Item CSS-A005:

Bruce Petryshak	Alternative #2
Linda Dobb	Alternative #2
Al Gonzalez for Shirley Baugher	Alternative #2
Ed Whipple	Alternative #2
Sheri Stoll	Absent

Project Update Status

Leslie stated that RMS continues to work on Fit Gap and sessions are scheduled over the next 3 weeks. Modeling is underway. The admissions consultant begins next week and the student financial consultant started two weeks ago. The financial aid consultant will be out for 5 weeks due to medical reasons. Leslie is confident the financial aid area will work through the task and stay on track. The student records area is about 60.61% complete.

Bill stated the RMS installation began last week and went very well.

Bruce asked the group for further questions.

Minutes

The minutes from the January 28th meeting were approved and can be posted to the web.

Next Meeting Date:	February 25, 2008
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Ginny Pinkelman