

## Meeting Minutes



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|-----------------------|---|
| <b>Meeting Title:</b> | BG@100 Executive Steering Committee (ESC) Meeting |
| <b>Date:</b>          | April 28, 2008                                    |
| <b>Time:</b>          | 11:00 AM ET                                       |
| <b>Location:</b>      | 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      |   |                 |
|       |                 |   |                 |

### Opening Statements

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

### Action Item CSS-A009

**Bill** presented Action Item CSS-A009, Batch Assignment of 3C's. This is a request for a customization for the Campus Community module that handles batch assignments for the 3C's; communications, checklists and comments.

Admission's submitted this action item; however, it will be used by a number of offices throughout campus. Admission's is requesting to automate the updates to individual records into the 3C's to generate mass communications for certain populations depending on the events occurring. It could be carried out through the mass change process, but this is dangerous as it can update a lot of things. There is a need for a custom process to limit what is changed to just the 3C area.

**Chris** stated the new solution will benefit administrative offices who have been bypassing the 3C's due to the mass change concern. **Bill** stated mass change is being eliminated in version 9.0. If we choose this approach, we will have to come up with something different for the 9.0 upgrade. **Bill** is unsure what is included with version 9.0 to replace mass change.

**Sheri** asked when 9.0 is going away and **Bill** stated probably in calendar year 2010. Mass change could be used until 2010. **Sheri** asked what would be involved with Alternative #2 and **Bill** stated it is a script that would go through and update the checklist item and assign. **Sheri** clarified that we are not proposing to purchase additional software and not really a customization, just the ability to interface different with the system and **Bill** stated yes. **Chris** noted it would use licensed tools.

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**Bruce** asked if there is any progress on how many resources we have to do this type of work. **Leslie** stated after reports and interfaces are finished this week then she will know what is expected for each of the go lives.

Roll call vote for Action Item CSS-A009:

|                 |                           |
|-----------------|---------------------------|
| Bruce Petryshak | Alternative #2            |
| Linda Dobb      | Alternative #2 (by proxy) |
| Shirley Baugher | Alternative #2            |
| Ed Whipple      | Alternative #2            |
| Sheri Stoll     | Alternative #2            |

### **Action Item CSS-A010**

**Bill** presented Action Item CSS-A010, SAT Total Calculation Process submitted by the Office of Admissions and deals with SAT scores that come into the system. SAT does not send a total of test scores. In the previous system we created a process to total the scores and add it in as test scores were loaded. Admission's is asking for a custom script to total scores and add it to the information that we are storing on test scores for students. This is not a customization to the data base. **Bruce** asked if this is common for people to do and **Bill** believed this to be the case. **Bill** can ask PeopleSoft to look at this from a user group standpoint but does not believe there will be anything in the future. **Bill** will put this forth as a request to PeopleSoft.

Roll call vote for Action Item CSS-A010:

|                 |                           |
|-----------------|---------------------------|
| Bruce Petryshak | Alternative #2            |
| Linda Dobb      | Alternative #2 (by proxy) |
| Shirley Baugher | Alternative #2            |
| Ed Whipple      | Alternative #2            |
| Sheri Stoll     | Alternative #2            |

### **Information Item CSS-0004**

**Bill** presented Information Item CSS-0004, BGSU Auto Admission Process. There is a need for Admissions to have an automated admissions process. PeopleSoft does provide a shell and expects the user to customize it. This will allow Admission's to continue to process admissions accordingly.

### **Campus Solution Project Plan**

**Leslie** gave a project plan update. There are 8,000 lines of detail. On the technical side all of the conversion links are completed. The majority of report links are finished. The HEI reports broke down to 26 reports; those are then broken down to who is responsible for that specific HEI report.

The focus this week is on interfaces. Leslie will then break this down to due dates for each go live. Work was completed last week on methodology and getting ready for production. The group will meet this week for testing. The goal is to align all integration tests for each of the go

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lives. FitGap has been updated, most modeling is updated and work continues on testing this week.

**Leslie** will be able to see how far ahead the group is in the next couple of weeks. This will allow for more time if there are issues or problems that arise. **Bruce** asked if there are any areas the group is behind. **Leslie** does not feel the workload is behind, but rather getting the information out of the module groups and into a document so the technical work can begin. Reports have not been turned over to technical staff. Technical work can't begin until they have the documentation.

Leslie stated the group is working very hard.

### **Minutes**

The minutes from the April 14<sup>th</sup> meeting were approved and can be posted to the web.

**Bruce** adjourned the meeting at 11:35AM.

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|-------------------------------|-------------------|
| <b>Next Meeting Date:</b>     | May 12, 2008      |
| <b>Next Meeting Location:</b> | McFall Chart Room |
| <b>Minutes Prepared by:</b>   | Ginny Pinkelman   |