

## Meeting Minutes



<b>Meeting Title:</b>	BG@100 Executive Steering Committee (ESC) Meeting
<b>Date:</b>	May 19, 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 11:20 AM.

**Bruce** and Bill met with Financial Aid and reviewing a few scenarios regarding delaying this segment. The cost might be \$50,000 to augment staff and could be risky, or delay the entire piece of the project for one year. **Bruce** does not want to cut back on testing as this would be a big mistake. The least risk might be an interface with SAM and PeopleSoft.

### Action Item CSS-0011

**Bill** presented Action Item CSS-0011; Population of Missing Grade Symbols (NGR). After grades are submitted a small percentage of grades are not reported accurately. This request is for a customization that would create a batch process that would automatically populate missing grade symbols. If this process were to be carried out manually, it would involve a large amount of work for Registration and Records. The recommendation is for Alternative #2.

Roll call vote for Action Item CSS-0011:

Bruce Petryshak	Alternative #2
Linda Dobb	Alternative #2
Shirley Baugher	Alternative #2
Ed Whipple	Alternative #2
Sheri Stoll	Alternative #2

**Action Item CSS-A012**

**Bill** presented Action Item CSS-A012; Interface Blackboard Final Grades to PeopleSoft. This action item deals with creating an interface from Blackboard to PeopleSoft to bring over final grades.

The current plan is to have faculty submit grades electronically through Grade Roster Self Service in PeopleSoft. Blackboard does calculate final grades for students. It makes sense to not transfer the grades from Blackboard to PeopleSoft. The suggestion is to create an interface between Blackboard and PeopleSoft for anyone who has populated their grades through Grade Book. **Shirley** asked what implications e-portfolio would have on this process and what is the timeline. **Bruce** stated it will begin this summer and implications could be that course management is chosen. If we choose something different, it will be a few years out.

Roll call vote action CSS-A012:

Bruce Petryshak	Alternative #2
Linda Dobb	Alternative #2
Shirley Baugher	Alternative #2
Ed Whipple	Alternative #2
Sheri Stoll	Alternative #2

**Action Item CSS-A013**

**Bill** presented Action Item CSS-A013; Batch Process to Maintain Student Groups. Student groups are typically used in the Admissions recruiting or enrollment process. The problem with student group in PeopleSoft is it is a manual process. Priority enrollment for athletics, as an example, would be a manual and difficult process. Creating a batch process will reduce the workload. In PeopleSoft anyone can see who is in a student group and anyone can view certain memberships. There is concern regarding confidentiality with disability services. By creating this customization we will avoid some of these issues. **Chris** believes version 9 will be more secure. **Bill** stated the group is supporting Alternative #2.

**Sheri** asked for clarification regarding confidentiality. **Chris** stated the confidentially portion relates to disability services and priority registration. **Sheri** asked if this is federal law or something the University made up. **Linda** stated it is not federal law that we provide disability students with priority registration; however, any type of student information should be secure as it relates to FERPA. **Sheri** stated the information is different as it relates to University employees. Is this about confidentiality or managing student groups? **Chris** stated disability services are the reason for the confidentiality issue. The rest would be a data maintenance issue. **Bruce** stated the issue is priority registration. **Bill** stated if we do not have an automated method; then we disburse the maintenance of this to everyone who needs to work with student groups. **Sheri** asked how much of this is because of a confidentiality issue or we want to automate a process. **Chris** stated the majority is because we want to automate a process. **Bruce** asked if we were not going to worry about the privacy would it modify the cost and **Chris** stated no.

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Roll call vote for Action Item CSS-A013:

Bruce Petryshak	Alternative #2
Linda Dobb	Alternative #2
Shirley Baugher	Alternative #2
Ed Whipple	Alternative #2
Sheri Stoll	Alternative #2

#### **Action Item CSS-A014**

**Bill** presented Action Item CSS-A014; Freshman Scholarship Load/Interface. It is critical that freshman scholarship information is loaded into Financial Aid as soon as possible. Today there is an interface that runs from the current administrative system to Financial Aid. In PeopleSoft students have to be aid year activated. This is a top priority for Admissions; scholarships for freshman are critical to recruiting. The recommendation is Alternative #2.

**Shirley** asked if there are changes with Financial Aid can we afford to wait and what is the risk. **Bill** stated this would be an issue regardless of changes in the regulations. **Bruce** asked if depending on what direction we take this interface would be used and **Bill** stated it could be tabled. **Chris** stated some interface would be required or a modification of the current interface.

**Bill** stated if we pushed this to 2010 would need this action item by September 2009. **Bruce** asked how far can we push this and still make the September date and **Bill** stated it would need to begin by July.

Action Item CSS-A014 has been tabled for further discussion.

#### **Information Item CSS-0005**

**Bill** presented Information Item CSS-0005; Calculating Satisfactory Academic Progress Statuses. PeopleSoft does deliver a satisfactory progress, but it is not working as it should. Some modifications will be made to make the satisfactory progress work.

#### **Information Item CSS-0006**

**Bill** presented Information Item CSS-0006; State Aid and FA Reporting for HEI. PeopleSoft does not provide state reporting, expects institutions to provide their own bolt on for state reporting. Will proceed with doing this for Financial Aid and also use what another school in Ohio is using.

#### **Minutes**

The minutes from the April 28<sup>th</sup> meeting were approved and can be posted to the web.

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<b>Next Meeting Date:</b>	June 2, 2008
<b>Next Meeting Location:</b>	McFall Chart Room
<b>Minutes Prepared by:</b>	Ginny Pinkelman