



Oversight Committee Meeting

Date of Meeting: 04/30/08, 4-5 p.m.

Minutes Prepared By: Debbie Veglahn

1. Purpose of Meeting

- Agenda:
 - Overview of Prospect Tracking modification for Recruiting/Admissions PeopleSoft module, Corey Sjoquist
 - Overview of Automated Transcript Processing modification for Student Records PeopleSoft module, Jan Von Ruden
 - Project Update, Debbie and John

2. Attendance at Meeting

Chris Bakkum, Bill Colclough, John Gleason, Marsha Gottovi, Bob Hetzel, Kathy Kiefer, Paula Knudson, Sharon Radtke, Corey Sjoquist, John Tillman, Jan VonRuden, Debbie Veglahn

3. Meeting Notes, Decisions, Issues

- Debbie started the meeting and provided background information on the two overviews being presented. It was noted that the functionality for these two processes are not delivered functionality within Peoplesoft Campus Solutions. The first overview will require less than 200 hours for development so will not be a decision item for the committee; the overview demonstrates the overall process being used and provides an update to the committee on the work the project team is doing. The second overview on transcripts is being evaluated relative to the number of hours for development. The current process is very automated and going backwards to a manual system is not recommended.
- Corey, SIS Project Recruiting/Admissions Lead, presented the current process in the legacy Admissions System used to track contact points with prospective students AND the automated communications to these students. Contact point information has been collected for the past three years and needs to continue in order for identifying trends. These trends provide valuable information for enrollment management and in addition, impact the allocation of resources for recruitment strategies. PeopleSoft does not deliver this functionality.
- Jan, SIS Project Academic Structure/Student Records Lead, presented the current process in the legacy system for automated transcript processing. UW-L works with the National Clearing House for enrollment verification, degree verification, and last year added transcript processing. The addition of the transcript processing has saved considerable staff time and dollars for the Records Office who has experienced budget cuts and a reduction in staffing over the last three years. On average, 500-600 transcripts per month are processed through the National Clearing House. PeopleSoft does not deliver this functionality. UW-L is the first UW campus to use the clearing house for automated transcript processing and would like to



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continue this automated processing. In addition to the automated processing saving time and money for the Records Office, it is a direct service to our students and alumni since transcripts can be faxed or e-mailed the same day as requested. If the hours needed to develop the current process in PeopleSoft exceed 200 hours, this item will be brought back to the Oversight Committee for final approval.

- The project update:
 - CIBER consulting team is complete now except for Academic Advising which will be added late summer/early fall.
 - There is collaboration with other UW PS campuses on solutions for gaps; we are borrowing programming code from other campuses, updating the code for version 9.0, and returning the code to the original campus for when they upgrade.
 - About 2,000 hours for gaps have been eliminated from the project plan.
 - Set-up for Campus Community and Academic Structure has been completed.
 - Conversion of prospect data from legacy to Campus Solutions is 95% complete.
 - CIBER functional consultants from the La Crosse, Stout, and Eau Claire are teleconferencing on resolution of gaps.
 - The goal for finalizing the project plan is May 15th. Summary reports will be provided at the next Oversight Committee meeting.
 - John and Debbie reported that the project is on schedule at this time.
- Additional discussion items:
 - A list of "Phase 2" items has been started and includes a true data warehouse solution and implementation of an on-line curriculum process that Milwaukee has developed as a PeopleSoft bolt-on.
 - Work with Residence Life continued with weekly meetings; great progress and resolution due to collaboration and team work.
 - The PS Administrator vacancy in ITS is being advertised; this vacancy resulted from internal moves within ITS and impacts development resources.
 - Scheduling Software for the campus needs to be addressed and an appropriate timeline reviewed; resources will be needed to implement a third party software that interfaces with PeopleSoft.

4. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Future team meetings need to be schedule; probably starting in June.	Debbie	May 30, 2008	