



DRAFT

SIS Oversight Committee Meeting

Date of Meeting: 3/27/07, 2:00 – 3:00 p.m.

Minutes Prepared By: Debbie Veglahn

1. Purpose of Meeting

- Agenda:
 - Introductions
 - Review of consulting engagement (Statement of Work document)
 - Review of interview list and questions from John Gleason
 - Fit-Gap Project Leads
 - Oracle “Discovery” Session
 - Other questions/issued from Oversight Committee

2. Attendance at Meeting

<i>Name</i>	<i>Company</i>
John Gleason	Project Manager, Ciber Enterprise Solutions
Lorie Docken	IT Project Director, UW System
David Hart	Project Manager for Student Systems, UW System
UW-L SIS Oversight Committee Members:	
Liz Hitch	Provost/Vice Chancellor for Academic Affairs
Bill Colclough	Interim Vice Chancellor, Administration & Finance
Chris Bakkum	Interim Registrar/Enrollment Services Manager
Paula Knudson	Dean of Student Development and Academic Services
Sharon Radtke	Director of Business Services
John Tillman	Chief Information Officer
Ryan VanLoo	President, Student Association
Debbie Veglahn	Assistant to the Vice Chancellor, Administration & Finance

3. Meeting Notes, Decisions, Issues

- Introductions took place.
- Bill Colclough provided an overview of the SIS Oversight Committee and the SIS project. The meeting was then turned over to Lorie Docken.
- Lorie provided the group with John Gleason’s background and experience in project management; specifically his experience working on PeopleSoft projects and implementations. John will be working a 4-10 hour day schedule, Monday through Thursday.
- Lorie provided a detailed list of the agenda/discussion items.



DRAFT

3. Meeting Notes, Decisions, Issues

- o The Statement of Work document was discussed, including the time line, deliverables, and funding of the engagement.
- o Funding is being provided by the Common Systems Group.
- John Gleason provided an explanation of his general plan for the project. The first phase will complete the project charter, followed by the fit gap analysis. Things will generally move from a high level, general overview into specific details.
- Discussion took place regarding the client interviews which need to take place the week of April 2nd with John Gleason.
 - o A list of potential interviews was provided. Suggested additions to the list included Continuing Education, Institutional Research, University Centers, Residence Life, Alumni, the Dean’s Offices, and faculty.
 - o A draft list of the types of questions to be discussed at the interviews was also provided.
 - o Additions to the list of interviews or questions should be sent to Debbie as soon as possible. Debbie will schedule the interviews for John G.
- Phase 2 of the project, including fit-gap project leads were discussed. Others will interface and be brought in at the appropriate time.
- John Tillman and David Hart indicated to the group that the goal for this implementation would be “the more vanilla, the better.”
 - o This has proven to be the most cost effective/efficient strategy; customizations are a problem for software upgrades.
 - o UW-L business practices may need to be reviewed/changed; business practices that involve academic policies and decision making, with faculty governance recommendations, may include such policies as student drop/adds, grading, excess credit policies, etc.
- A decision will need to be made during phase 2 of the project if UW-L will stay with DARS or move to the PeopleSoft advising module.
- Oracle training for the project leads was discussed; David Hart is checking on this and will provide options and details at a future date.
- The PeopleSoft demos or discovery sessions are set for April 12th & 13th. John Tillman will send out a notice to the campus.
- John Tillman indicated the need for campus communication regarding the SIS project; it was felt the communication should come from the campus sponsors.

4. Action Items

Action	Assigned to	Due Date	Status
Email Debbie any additions to client interviews or questions	SIS Oversight Committee	3/29/07	
Schedule client interviews	Debbie Veglahn	Interviews will be the week of April 2 nd	
Announce April 12/13 PeopleSoft demo/discovery sessions to campus	John Tillman		



DRAFT

Provide Oracle training David Hart
options/details for project team
leads

5. Next Meeting

<i>Target Date</i>	<i>N/A</i>	<i>Time:</i>		<i>Location:</i>	
<i>Agenda</i>	•				
	•				