

LASER Project Steering Committee
Thursday, May 24, 2007, 1:30p.m.
Union 206

**Draft prepared by: Aimee Hagedorn*

**Revisions by: Jennifer Gehrt*

Attending

Diana Blake, Neil Erdwien, Jennifer Gehrt, Rebecca Gould, Bryan Kraus, Gary Leitnaker, Larry Moeder, Monty Neilsen, John Streeter, Carol Shanklin, Dr. Unger, Lloyd Walker

Minutes

-The April meeting minutes were approved with no additional changes.

Director's report, Jennifer Gehrt

Jennifer provided a project status handout with the following highlights:

- Management
 - Meeting with deans and department heads completed May 18.
 - Internal Audit staff brought in to review related procedures; Sheila Fahey will replace Anu Vadlani on the LASER team.
- Admissions
 - Final testing and last minute development work completed.
 - Web application working well; graduate school has made the decision to continue to use their current web application.
- Financial Aid
 - Beginning August 1 the stand-alone web scholarship application will be live.
 - Additional SFA staff has been assigned to work at the project site part-time.
 - Final testing of combined admissions/scholarship application is being conducted, followed by work on the stand-alone web scholarship application.
- Records and Enrollment
 - Colleges ready to attach enrollment requirements to courses—to be completed by August 31.
 - Final business process meeting with colleges and Registrar's Office will be held on June 28.
- Student Financials
 - Identified an automated process to assess International Student surcharge each semester; current process is manual.
- Self Service
 - CTS web team has completed initial sign-in page branding.

- **Technical Work**
 - Converted entire academic history of test group for over 4000 students who were active in Fall 2006; the team now has good historical data for testing for all modules.
 - Mapping for 20th day snapshot report is 50% completed.
 - Finalizing HRIS interface of employees and population of Instructor table.

Performance testing software, John Streeter

-ISO is still interested in purchasing a performance load testing software; an RFP will be created for this purchase soon

Admissions Go-Live

-The Admissions module is set to go live June 4; articles will be written for both IT Tuesday and K-Statement after this date to include quotes from project management.
-All information from Fall '08 applicants will be processed in iSIS; there will be dual system maintenance until the beginning of the fall '08 semester.

Communications

-A question was raised about a possible campaign to get students to use their e-mail more; Dr. Unger believes we should move forward to text messaging, instant messaging, and podcasting instead.

Final approval for sign-in page

-The sign-in page for iSIS was approved by the committee.

Next meeting

The next LASER steering committee meeting will be held Thursday, June 28 in Union Stateroom #2 at 1:30p.m. Suggestions for agenda items can be sent to aimeeh@k-state.edu.