LASER Project Steering Committee
Thursday, February 22, 2007, 1:30p.m.-3:00p.m.
Hale 401B

*Draft prepared by: Aimee Hagedorn
*Revisions by: Jennifer Gehrt, Viki Horan

Attending
Diana Blake, Al Cochran, Neil Erdwein, Jennifer Gehrt, James Guikema, Bryan Kraus (for Keith Ratzloff), Betty Stevens, John Streeter, Lloyd Walker, Beth Unger

Guests
Julie Cook, Christy Crenshaw, Jan Elsasser

Absent
Rob Caffey, Rebecca Gould, Gary Leitnaker, Larry Moeder, Monty Nielsen, Carol Shanklin, Bruce Shubert

Approval of January 2007 meeting minutes
-Under Self-Service update, there is no ‘www’ in front of the proposed self-service URL. Minutes approved with no other changes.

Admissions module demonstration
-Members of the Admissions team presented an overview of the Admissions module in PeopleSoft Campus Solutions. Highlights included:
  - Web application that will have automated residency decisions and build load process into iSIS; will be used to enter manual applications using the same data
    Note: There will be two applications available when iSIS Admissions module goes live, dependent on date of entry.
  - Application program data
  - Automated admissions, which was a huge success for the team; the functionality is much more robust than was available in OSS
  - Checklists, Communications, and Comments, are tools within Campus Solutions that will allow tracking of admissions requirements, correspondence, records of unrequested materials and record of office communications with applicant

-What major decisions are left to complete?
  - Today there are 4 pieces missing of the profile data; the team will make modifications to allow those pieces to be stored in Campus Solutions.
  - More testing

Project Update
Overall status
-The major focus in March will be to complete development and unit testing in Admissions, and setup for final system testing that will begin in April.
Financial Aid
- Tanya McGee is now working at the project site Monday through Thursday to work closely with the consultant; ISIR loads are working well so Tanya is working on process documentation and identifying needs to edit reports.

Records and Enrollment
- The team is designing application security for end users, particularly focused on college users to enable entry of course requisites.
- Meetings have begun with DCE to review their requirements; also working on DARs integration.

Student Financials
- The payment plan functionality causes accounting issues; the team is reviewing alternatives including using CASHNet’s payment plan at a cost.
- Another functionality causing accounting issues is third party contracts (sponsorship); the team is looking into alternatives, including meeting with CASHNet and KU to consider having CASHNet develop and solution.
- The team is now focused on Accounts Receivable processing.

Self Service
- The CTS web team continues to work on branding and changing the PeopleSoft pages to look more like K-State web presence. The Admissions web application is taking priority over this task and will continue to do so until completed.

Technical work
Conversion
- Admissions team has identified additional data for conversion: Semester Honors, Graduation Honors, and Degrees; enrollment history

Integration
- The IT Management team has developed requirements and timeline for initial ID solution. (There will be no self-service log in when Admissions goes live.) The timeline is tight since the solution must be in place by Admissions go-live, June 1, 2007.

Reporting
- Team is being trained on Unix, SQR/SQl to begin report development; first focus is on Admissions reports.

Interfaces
- Current interfaces in progress include: HRIS interface of employees, coding Admissions web application import, and Talisma interface with iSIS.

Modifications
- The team is working on various modifications such as the ACT Profile modification to track missing fields in iSIS, and the Qualified Admissions automated processing.
iSIS Security review
-The team has met with K-State security personnel and collectively made the decision to move the development server behind the firewall; eventually FIS and HRIS also will be moved behind the firewall so all administrative boxes will be protected.
-Another measure has been to secure direct access to the system by IP address.
-There is a need for a similar secure environment for the transaction hub; this is an immediate requirement before anything else moves forward.

Other items for the good of the cause
-Marietta Milligan in ISO has been assigned to work on a post go-live operation plan for all units; this plan will cover procedures for future upgrades, downtimes, and other changes to the system once it is running.
-Communication between offices will be critical to ensure smooth operations after go-live.

Next meeting
The next LASER Steering Committee meeting will be on March 29, 2007 at 1:30p.m. Location TBD. Send suggestions for agenda items to aimeeh@ksu.edu.