

LASER Steering Committee Minutes

March 27, 2003

1:30 p.m., Anderson 116

**DRAFT PREPARED BY: Viki Horan, Interim Communications and Training Coordinator*

**REVISIONS BY: Rebecca Gould*

Attending

Diana Blake, Ruth Dyer, Don Foster, Rebecca Gould, Jim Guikema, David Hillier, Larry Moeder, Monty Neilsen, Keith Ratzloff, Dale Schultz, Betty Stevens, Harvard Townsend, Beth Unger, and Lloyd Walker.

Absent

John Streeter.

Minutes

- The minutes from the February 27, 2003 meeting were approved as amended.
- The following additions were made to the agenda:
 - ❖ Update on Customer Advisory Board Meeting
 - ❖ Communications
 - ❖ Updated organization chart

LASER Project Update

- Following a presentation to KITO by Beth Unger, Lloyd Walker, and Dale Schultz, formal approval was received for Phase I of the Project Plan. KITO encouraged communication among institutions to avoid repetitious mistakes. The next phase of the project should be submitted approximately 60 days prior to its start, projecting approximately 90 days out.
- The Technical Architecture Document needs to be substantially reworked. This process will be done in tandem with a parallel document for the entire university to ensure that the LASER project meets the global needs of the institution.
- Staff are in the process of setting up the applications and are being walked through the Oracle structure. The General Ledger is nearly built, however some HR components are being added to the system. Even though HR databases are not included in the LASER Project, some information must be included to test functionality.
- The Student System Team has also begun setup, and Ralph Ross, the Oracle Student System (OSS) Consultant, is updating the work plan with respect to the OSS.
- As many scenarios as possible will be addressed during the initial CRPs. The initial CRP for the Financial System is projected for June 1, with the Student System slated for mid to late June.
- The 11i Student System Setup Training has been scheduled for the week of April 7. The training will be initiated by a one-hour overview which will be digitally videotaped. The remainder of the training will be broken into logical segments to enable people to attend the portions most applicable to them. The training evolves around application setups, so those who are unable to attend will be brought up to speed after joining the team.

- The major tasks of the Project Work Plan will be provided at each Steering Committee meeting.

Customer Advisory Board Meeting

- Don Foster and Larry Moeder recently attended the Customer Advisory Board (CAB) Meeting at Lansing Community College. Participants consisted of representatives from five institutions that are involved to some extent with the installation and implementation of an Oracle student product. None of the represented institutions are at the same stage in the process, and K-State was the newest. The meeting serves primarily as a place to express to Oracle needed changes to the product.
- A new full release is scheduled for November, slightly before K-State does its second CRP. The November release will update the user and implementation guides, and possibly provide additional functionality.
- Comments from the other institutions included:
 - ❖ Calendars are the core of the system, and they can be somewhat problematic.
 - ❖ Tutor will be essential.
 - ❖ Successful institutions obtained early faculty buy-in. One institution held a four-hour, mandatory course for faculty, followed by frequent updates.
 - ❖ K-State is better staffed on the project in comparison with the other institutions.
 - ❖ The patches and new versions are somewhat difficult to keep up with.
 - ❖ At least one institution is using some non-Oracle reporting packages.
- The next CAB meeting is scheduled for September, 2003.

Kick-Off

- The formal Kick-off has been tentatively scheduled for April 22 from 1:30 to 3:30 p.m. in the Little Theatre.
- The President, IRMC, the Executive Computing Committee, Deans, Directors, Department Heads, Faculty Senate, Classified Senate, Student Senate, and representatives from the press will be invited.
- Oracle representatives will be brought in.
- Beth Unger will ask the Executive Computing Committee to send out a generic letter with reference to documents on the website.
- An announcement of the Kick-off will be made in advance, with a press release following.
- It will be important to approach the project from the broader context of III, with LASER comprising a small part of that. The presentations should provide a mix of vision and inspiration with concrete information. Benefits to students, faculty and staff should be highlighted. Open-mindedness, innovation, collaboration and a willingness to look at and change business processes should be encouraged. Security issues should also be addressed.
- Suggested presenters include: President Wefald providing the introduction; and John Wooky, an Oracle representative, providing students with information on eCommerce in the future, expectations on when and what kinds of things might be rolled out, and what new or enhanced services will be provided. Beth Unger, Dale Schultz, and Tom Rawson will develop a draft program and forward it to Larry Moeder for approval.
- A central point of collection for questions should be established.

Training Plan

- The Oracle Tutor Training has been completed and an Oracle Tutor Team established. Four staff from LASER and three from iTAC participated.
- Diana Blake provided training to the LASER Project Team Leaders on how to use the Remedy Change Management Module to submit, track, and report project control items.
- The 11i Student System Setup Training is scheduled for the week of April 7 in the Hemisphere Room on the 7th, 9th, and 10th, and in Hale Tower Room 4 on the 8th and 11th.

Departmental Survey

Responses from the Departmental Survey have been at approximately 60%. Ashley Mason will call and send out follow-up reminders in an effort to get a 100% response.

Recruitment

- DIA has completed its hiring.
- The CNS System Administrators start March 31, with the authentication position interviews scheduled for next week.
- One ISO systems specialist position remains to be filled. Hank Huang, the new III database administrator, should arrive late April or early May.
- The backfill position in DCE has been filled.

Project Website

The LASER website has been developed and will include the Scope, Objectives, and Approach Document; the Quality Management Plan and Organizational Roles and Responsibilities Document; and the Control and Reporting Procedures Document. The Technical Architecture Document will not be placed on the site.

Organization Chart

An updated organization chart was distributed and approved with modifications.

Portal Team

- A Portal Team will be developed with participation from some of this group.
- The March 26 presentation on the evaluation of online services by Darlene Burnett was videotaped.
- A portal demo is available, with Jane Rowlett serving as the contact.

Action Items

- *Diana Blake:*
 - ❖ Ask Ashley Mason to call and e-mail departments that have not responded to the survey.
- *Harvard Townsend:*
 - ❖ Change the next meeting date from May 22 to May 29 on Netscape Calendar.
- *Beth Unger:*
 - ❖ Request generic letter from Executive Computing Committee.
- *Tom Rawson, Dale Schultz, and Beth Unger:*
 - ❖ Develop a draft program for the April 22 Kick-off.

Next Meeting

The next LASER Steering Committee meeting is scheduled for April 24 at 1:30 p.m. in Anderson 116. Harvard Townsend will effect the change in meeting date on the Netscape Calendar.