

**LASER Project Steering Committee**  
**Thursday, March 29, 2007**  
**204 K-State Student Union 1:30**

*\*Draft prepared by: Jennifer Gehrt*

*\*Revisions by:*

**Approval of February 2007 meeting minutes**

The minutes were approved.

**Admissions web application demonstration**

Neil Erdwien introduced Janelle Corkill and then provided a review and discussion of the new admissions web application.

**Training Plans for Admissions**

Jennifer Gehrt discussed the training plans for the Admissions module go-live. The Admissions staff has completed the initial iSIS overview training and beginning to be trained on the detail of the processes through testing. The academic departments will be trained beginning the last week in June and throughout July 2007. This session should be about 2-3 hours long.

**College Meetings Overview**

Jennifer indicated that she, Mike Crow, Christy Crenshaw, and Brian Arthaud-Day are meeting with each of the colleges' deans and department heads administrative councils to provide an overview of the undergraduate admissions implementation, review college and department responsibilities for curriculum management in iSIS and to discuss the faculty experience and expectations in iSIS. One goal is to determine the best approach to educating faculty and advisors in using iSIS. The overview handout is attached to the minutes.

**iSIS Architecture/Security/Load Requirements**

Jennifer explained that technical architecture and hardware configuration is still not fully identified and servers have not been ordered. ISO is reviewing possible load testing software.

**Project Update**

Please see the attached LASER Project Status Report from the project director.

**Other items for the good of the cause**

None.

**Next meeting**

Since the April LASER Steering Committee meeting was canceled, the next meeting will be on May 24, 2007 at 1:30 p.m. in Union Stateroom #2. Send suggestions for agenda items to [aimeeh@ksu.edu](mailto:aimeeh@ksu.edu).