

LASER Steering Committee Minutes

April 24, 2003

1:30 p.m., Anderson 116

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

**REVISIONS BY: Rebecca Gould and Dale Schultz*

Attending

Ruth Dyer, Rebecca Gould, David Hillier, Larry Moeder, Monty Nielsen, Keith Ratzloff, Dale Schultz, Betty Stevens, John Streeter, Beth Unger, and Lloyd Walker.

Absent

Diana Blake, Jim Guikema, Tom Rawson, Harvard Townsend, and Wayne Usry.

Minutes

- The minutes from the March 27, 2003 meeting were approved as submitted.
- The following additions were made to the agenda:
 - ◆ The addition of John Struve to the LASER Project
 - ◆ LASER Kick-off review

LASER Kick-off

Committee members felt that the LASER Kick-off may have created some high expectations, but also raised pertinent questions. It will be important to do a presentation on an annual or six-month basis to update the university community. Future presentations will focus on the scope of the project.

LASER Project Update

- A LASER Project Progress Chart was distributed for review. The project is either on or ahead of schedule in all areas of the Project Plan. General setups of the applications are currently being completed. K-State specifics will be addressed during the Conference Room Pilots (CRPs). True setups will be part of the second CRP, during which remaining gaps will be identified. There are 2500 tasks from the start of the Project Plan to date. A pdf version of the Project Plan will be placed on the LASER web site for members of the Steering Committee.
- Two weeks ago the University Technical Architecture Committee met to take a more global view of the University's technical architecture and how LASER fits in. Harvard Townsend will be making some changes to the document based on those discussions.

Training

- Training has been scheduled for several members of the technical teams in Irving, TX and Chicago.
- Meetings with the Team Leaders are being conducted to ascertain the training needs of all team members. Once those needs are defined, additional training will be scheduled.
- Quilogy, an Oracle-certified company out of Kansas City, has been contacted regarding on-campus training. They also offer training in Overland Park if class numbers are below seven.

Departmental Survey Findings

- Graphic illustrations of the Departmental Survey findings were distributed. A majority of the financial shadow systems are concentrated in five areas: 1) billing and receivables; 2) budgeting or budget status reporting; 3) document tracking and status reporting; 4) financial records; and 5) financial reporting. In the student systems, the percentage of supplementary systems drops to 35% or lower. There is no indication of whether any of the shadow systems are shared, but since the survey went to a targeted audience, most are probably unique.
- Hopefully LASER will eliminate the need for many of the shadow systems, thereby freeing up resources. The survey provides a good list of which departments should be contacted regarding unmet needs.
- Dr. Unger will contact the Deans to obtain the remaining department contacts. Ashley Mason will provide a list of those departments to Dr. Unger.
- One fundamental problem is that decisions are made at the Dean level, and many may have difficulty in getting departments to stop what they are doing in lieu of the new system. However, after III is complete, it should be easier to gain buy-in. At other institutions approximately 40% of the shadow systems have been eliminated.
- The Project Accounting System will be ready for a demonstration to the Steering Committee within the next three weeks.

Application Interface

- Diagrams reflecting a comparison of the current application interface and the projected interface were presented. After LASER is put in place, K-State will have a primary portal with connecting portlets, and everything will go through the hub. These interfaces will be transparent to the students. Lloyd will send these diagrams to the Steering Committee electronically.
- A gap analysis is currently being conducted which will:
 - ◆ Analyze functionality in both the current and new systems
 - ◆ Identify gaps and overlaps between the two
 - ◆ Determine how to deal with gaps using the following priorities:
 - Configuration
 - Work around
 - System modification (to be used minimally)
 - ◆ Determine how to deal with overlaps, taking into consideration:
 - Impact on the new system
 - Impact on the existing system
 - Synchronization of the data
 - ◆ Define necessary interfaces

Recruitment of positions

- DIA has now completed its hiring process.
- Robert Auten has accepted the Assistant Registrar for Technology position, with a start date of April 28.
- Summary resumes and cover letters have been received for the Communications and Training Coordinator position, and screening will begin soon.

- ISO has filled all of their positions. Paulette Arnold is here and Kaan Lu will arrive soon. Two other positions are working on visa issues. The ISO IDMS and Oracle DBA backfill positions, as well as a Systems Specialist on the HR team, remain open.
- Teresa Frazier will start in the Financial Aid position on May 5. One position remains open but it won't necessarily affect this project.

Communications

- An updated version of the Communications Plan was distributed. Reactions will be provided at the May 29 Steering Committee meeting.
- There was a good article in the Collegian on the LASER Kick-off. The committee decided to wait for further news releases until closer to the time when the system is ready to be brought up.
- To make LASER a success, several presentations will have to be made across campus.

Steering Committee Changes

- John Struve has been added to the LASER Project, and will serve on the Steering Committee.
- Part of what John will do will involve the assignment of tasks to Steering Committee members. Successful implementations at other institutions have required approximately four hours per week of Steering Committee time.
- The Data Stewards will need to interact very closely with John and the Steering Committee to determine acceptable uses of data.
- John will serve as the Project Director, with part of his role being the prioritization of tasks. He will not be involved in the decision-making process; however, he will become involved with conflict resolution and communications. Further information from Tom Rawson will be sought to determine where in the Organization Chart John will be placed.
- John will also be the person that staff on the functional teams report to, and he will serve as the interface with all constituencies.
- Due to her upcoming fellowship, Ruth Dyer must be replaced on the Steering Committee. The Provost's Office will be contacted regarding a new representative.
- There should be both student and faculty representation on the Steering Committee, as well as representatives from the Deans and the Department Heads.
- Constituent focus groups for the Student System need to be established. If these groups are to be involved in system design and decision-making, they need to be brought in at the beginning of the process or it will slow the process down. Viki Horan will schedule a separate meeting to discuss this item.

Action Items

- Viki Horan
 - ◆ Schedule a Steering Committee meeting to discuss the establishment of various constituent groups.
- Ashley Mason
 - ◆ Provide Beth Unger with list of departments for which contacts are needed.
- Beth Unger
 - ◆ Contact Deans to obtain contacts for the remaining departments.

- ◆ Request a new representative on the Steering Committee from the Provost's Office.
- Lloyd Walker
 - ◆ Send electronic copies of the application interface diagrams to Steering Committee member.
- Steering Committee Members
 - ◆ Review Communication Plan and provide feedback at the May 29 Steering Committee meeting.

Next Meeting

The next meeting of the LASER Steering Committee will be held May 29, 2003 at 1:30 p.m. in Anderson Hall 116.