

LASER Steering Committee Minutes

May 29, 2003

1:30 p.m., Anderson Hall 116

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

**REVISIONS BY: Rebecca Gould and Dale Schultz*

Attending

Diana Blake, Ruth Dyer, Dave Hillier, Larry Moeder, Monty Nielsen, Keith Ratzloff, Dale Schultz, John Streeter, John Struve, Beth Unger, and Lloyd Walker.

Absent

Rebecca Gould, Jim Guikema, Betty Stevens, Harvard Townsend, and Wayne Usry.

Minutes

The minutes from the April 24, 2003 and May 20, 2003 meetings were approved as submitted.

Progress Chart

An updated Progress Chart was distributed and reviewed. The chart will be modified somewhat to reflect the picture more accurately. A percent complete column and team leads will be added.

Conference Room Pilot (CRP)

- The first CRP will be conducted in the old Travel Office, Room 148 in the K-State Foundation Center, starting the week of June 2 and lasting three to four months.
- Initially the CRP will include just the Financials, with the Student System added in late June or early July.
- Policies and procedures will be determined and/or established throughout the CRP. It is hoped that the majority of these issues will relate to procedure, not policy. Changing policy may not be a quick process in some instances.
- A list of issues will be developed for submission at the CAB meeting.
- An analysis to determine gaps and overlaps will be conducted during the CRP.
- It appears that most of the initial, major concerns related to the Student System can be addressed by the system as is.
- The system does not deal with correspondence to students without implementation of the CRM. The CRM won't be brought in until the second phase of LASER. The CRM might work well with the transaction hub DIA is working on.
- On the Financial side, a determination of what approval process will be used must be made. The ultimate goal is to streamline and "webify" as many processes as possible. Electronic signatures internally should be relatively easy to implement; however, electronic signatures at the state level could be very costly, at \$180 per person per year. An electronic process may be built internally.

Technical Architecture Document

Two groups are working on the University Technical Architecture Document, but the final format has not been determined.

Training

- Quilogy has replaced CGI as the Oracle certified trainer for Kansas City, and one of their representatives has been asked to submit estimates for training, both on campus and in Overland Park. The initial training focus will be for the LASER Project Team.
- Susan Scott has faculty who can help with the training of the campus community, particularly in dealing with change.
- After the first CRP, the LASER Functional Teams should have a good understanding of the system, and can then go out and train the campus community.
- Dale Schultz will provide Viki Horan a list of the partner schools so the methods used to train their campus communities can be studied.

Project Issues

Copies of all Review Issues, Change Orders, Project Risks and Technical Assistance Requests (TARs) submitted thus far for the LASER Project were distributed. The first agenda item at each Steering Committee Meeting will be to review individual items that cannot be resolved at a lower level.

Scope, Approach and Objectives Document

The following modifications were made to the Scope, Approach and Objectives Document:

- Page 14. Related KSU Business Initiatives. Add a bullet for K-State Online.
- Page 16. System Implementation – Data. Add a bullet under “In Scope” that reads “An evaluation of Oracle application functionality will be conducted, and decisions made, to determine whether existing K-State functionality should be replaced or appropriate interfaces be developed to provide the necessary data to the existing system.”
- Page 17. System Implementation – Interfaces. Add a bullet under “In Scope” and in the “Financials System” that reads “DCE course registration system”.

The modifications will be provided to the Team Leads, and an updated version will be placed on the web.

Recruitment of Positions

- ISO, DIA, and SFA positions are fully staffed.
- Two interviews for the Communication and Training Coordinator position have been scheduled for the week of June 2. The candidates are Christine Herzog and Aimee Cabrera. Additional information regarding the interview schedule will be provided via e-mail from Rebecca Gould.

Communication Plan

Modifications to the Communication Plan as discussed at the May 20 Steering Committee Meeting will be incorporated into the document.

Steering Committee Changes

- Faculty Senate requested that Al Cochran serve on the Steering Committee; however, since he will already be serving on an interim basis for Ruth Dyer, Beth Unger will ask if they want to select someone else.
- Student Senate is in the process of selecting a representative to serve on the Steering Committee.

- The Provost will be asked to select a Department Head to sit on the Steering Committee based upon recommendations from the Deans.

Academic Policies

Monty Nielsen will identify and codify existing University Academic Policies and then determine how to proceed.

Milestone Celebrations

The Steering Committee will determine milestones which should be celebrated, and the Communications and Training Coordinator will coordinate the events.

Action Items

- Rebecca Gould
 - ❖ Distribute information regarding Communication and Training Coordinator interviews to Steering Committee.
 - ❖ Revise Communication Plan per May 20 Steering Committee discussions.
- Viki Horan
 - ❖ Obtain and study training plans from partner institutions.
 - ❖ Revise Communication Plan per May 20 Steering Committee discussions.
- Dale Schultz
 - ❖ Modify Progress Chart to reflect the picture more accurately. A percent complete column and team leads will be added.
 - ❖ Provide partner institution training plan list to Viki Horan.
- Beth Unger
 - ❖ Contact Faculty Senate regarding Steering Committee representation.
 - ❖ Contact the Provost regarding Department Head representation on the Steering Committee.
- Lloyd Walker
 - ❖ Provide Team Leaders with modifications to the Scope, Approach and Objectives Document.
 - ❖ Place modified version of the Scope, Approach and Objectives Document on the web.

Next Meeting

The next meeting of the LASER Steering Committee will be held June 26, 2003 at 1:30 p.m. in Anderson Hall 116. Members are encouraged to submit agenda items to Dale Schultz.