

LASER Project Steering Committee
Thursday, September 29, 2005, 1:30pm
Anderson 116

**Draft prepared by: Aimee Hagedorn*

**Revisions by: Jennifer Gehrt, Viki Horan*

Attending

Diana Blake, Al Cochran, Jennifer Gehrt, Rebecca Gould, Gary Leitnaker, Larry Moeder, Monty Nielsen, Betty Stevens, John Streeter, Beth Unger, Fran Willbrant

Absent

Lynn Carlin, Keith Ratzloff, Carol Shanklin, Bruce Shubert, Harvard Townsend, Lloyd Walker

Approval of minutes

The August minutes were approved with no changes.

FIS Lessons Learned

-A lessons learned meeting is scheduled for Tuesday, October 4, 2005. Most of the key staff that were involved with the implementation are invited to the meeting, including unit heads and ISO technical staff. The main purpose of the meeting is to gather information on what went right during the project, what could be improved for future projects.

-A pre-survey was sent to all meeting attendees to give those people who may be uncomfortable stating their opinions in front of a larger group a chance to express themselves anonymously. These survey results will be included in the overall lessons learned summary.

-A survey about the overall training and communications efforts was sent to 848 FIS users who participated in end-user training. Although the survey offering has not been completed, some preliminary information includes:

- A majority of the respondents did not know the LASER project site and the LASER newsletter existed.
- Many users rely on the FIS listserv created by Ron Semarge and the Controller's web site for updates about the system.
- Many would like to see more position-specific training sessions, and would also like to have a training manual.
- Overall, FIS training was viewed positively by those who responded to the survey.

-The results from the training and communications survey will be included with the lessons learned summary.

-A suggestion was made to create a survey to receive feedback about the Help Desk support that has been provided for FIS.

iSIS update

-Oracle has proposed a new initiative, the Oracle Student System Customer Success Program, in an attempt to establish a direct, collaborative relationship with the OSS team. A single, streamlined support and communication channel has been promised. To participate, K-State will complete a 6 page questionnaire about the details of our project and return to Oracle in the next few weeks.

Admissions

-The Admissions team is making excellent progress. They are beginning to introduce the system to the rest of the Admissions staff.

Registration and Records

-The team is currently working with Interface Management Services (IMS) to build an interface between DARS and OSS.

-Their work with the colleges of Business and Engineering has gone very well. They will begin meeting with the rest of the colleges at the beginning of October.

-The team has found that the reporting functionality is challenging. There are an estimated 400+ reports that the Registrar office uses, not including other documents used internally. Some struggle with understanding what the reports are used for and where the information is coming from. The plan is to use Discoverer for their reporting needs, although there are no pre-built reports in Discoverer.

-The goal is to have a formatted transcript ready by the end of October.

Student Recruitment

-The team has received approval from the state to move forward with the recruitment project, and they are now waiting for approval on their RFP.

Student Finance

-Doug Ackley is working regularly with the Cashier's office staff to get through various issues with the system.

-Hopefully the new release IGS.M will resolve fee assessment gaps.

Joint Committee on Information Technology (JCIT) presentation

-Dr. Unger made a presentation to the JCIT about the LASER project and it went well. JCIT did not seem overly concerned about the project after this report was given.

Legacy database project

-The purpose of the Legacy Database Project is to identify, migrate, and store critical legacy mainframe data in a secure Oracle database environment that can be accessed by authorized users after the mainframe has been shutdown. This includes student-related and HR-related data that was not brought over during the PeopleSoft conversion. No financial information will be migrated.

-The requirements for the project were started last year but because of staffing needs for LASER, there has not been a chance to move the project forward.

-Brian Kuntz has been hired as a project manager for ISO. He will be the new lead project manager for the legacy database project.

Action items

-The results from the FIS lessons learned session will be reported back to the steering committee at the October meeting.

Next meeting

The next LASER Steering Committee meeting will be held on Thursday, October 27, 2005 at 1:30pm in **Union 213**. Send suggestions for agenda items to aimeeh@ksu.edu.