Computing and Communications (C&C)/Vice Chancellor Student Affairs (VCSA)
Student Information System (SIS) Planning Group
September 5, 2002
Minutes
Time: 1:15
Location: C&C Conference Room 119

Presiding:
Elizabeth Bennett, Registrar, VCSA
Chuck Rowley, Associate Vice Chancellor, C&C

Attendees: Betsy Bainbridge, Dennis Bauers, Elizabeth Bennett, George Groty,
Sheryl Hayes, Jackie Kottler, Josee Larochelle, Mary Livaudais, LaRae Lundgren,
Carol Mahlum, Beth Rogers, Chuck Rowley, Linda Scott

Absent: Sharon Salinger

1. Welcome –

Chuck Rowley opened the meeting by welcoming the committee and thanking them
for submitting their “Recommendations and Needs” document, as asked for during
the first meeting in July.

2. Discussion of “High Level” Requirements / Needs Document –

Chuck Rowley explained the C&C editing process to the committee. There were
three steps to the process: 1) combining repeated requests into one entry on the
needs document, 2) reconciling competing / contradictory requests (Admissions
request for no numbered screens, SBS request for numbered screens), 3) and
highlighting in bold an overview of the request.

Rowley encouraged the committee to review notes submitted by Betsy Bainbridge
and Mike Cates, which contained very specific details relating to robustly storing
and retrieving SIS data. He also recommended reviewing the original notes
submitted by Student Business Services. These notes were perhaps the most edited
of all submitted (references to sub-codes and specific response times were removed).
In a separate meeting, Student Business Services voiced strong concern that any SIS
upgrade / replacement MUST provide for very rapid transaction processing (which
in some ways is a unique SBS need due to their role accepting and recording
payments). Dennis Baures will submit new language to C&C to be incorporated
into the needs document.

An agreement on how best to submit changes to the document was discussed.
Everyone agreed to submit e-mail to Chuck noting the heading, paragraph number,
and page number of the document where changes are needed.
Elizabeth Bennett mentioned that for purposes of academic advising, users did not feel that a web interface was a high priority. Nonetheless, in order to support casual users, the request was left in the overview document. In general, the group’s response to the overview was very positive. Again, final overview thoughts from the committee, and any changes to the document, may be e-mailed to Chuck.

The committee was asked about an overview or introduction to the document. Elizabeth Bennett agreed to write a preamble that will serve as the overview and also inform vendors of the functionality in SIS that “works” and provides real benefit to the campus.

Chuck also informed the group that Josee Larochelle will prepare a “matrix overview” of the requirements/needs. This document will be posted on the SIS planning web site.

The committee discussed how the document should be distributed to the campus, and it was agreed that Chuck would prepare a Scotmail informing the campus of the planning group, its purpose, and the web site. The e-mail will invite the group to send their thoughts/questions to the committee member whom they feel to be most appropriate. This information will also be shared with Executive Vice Chancellor David Warren, Vice Chancellor James Sandoval, and Vice Chancellor Gretchen Bolar.

3. SIS Planning Group Web Page -

A brief discussion took place regarding the new SIS Planning Group web page. Though it is still a work in progress, committee members can visit the site and browse agendas, timelines, new system requirements, the committee’s charge and membership, minutes, and meeting schedules. All original documents will be available for reviewing. A one page document listing ORIGINAL SIS functionality will be prepared by Mary Livaudais and Pete Carlson and will also appear on the site. The address is www.cnc.ucr.edu/sis. If any one has thoughts or ideas for the web page, they can send in their suggestions to Chuck at chuck.rowley@ucr.edu.

4. Campus Visits –

The committee agreed that the planning group would attempt a campus visit sometime in late October. A campus visit to the California State University, Los Angeles was suggested and will be arranged by Elizabeth Bennett. Cal State LA is similar to UCR in terms of wants and needs (moving from a mainframe SIS to a client server system) and should provide good input for the committee. The committee agreed this visit would be beneficial. Elizabeth Bennett mention UC Davis as a possibility for visiting a site that has the SCT product. A date for this visit will be decided upon in the next meeting.

5. Vendor Visits –
The vendor visits will take place in October. The vendors will be SCT and PeopleSoft. Mary Livaudais suggested the vendors should provide a list of current clients who use these systems. The vendor meetings will take approximately six and a half hours. George Groty proposed that any interested campus staff be welcomed to the presentations. Chuck suggested that the group bring anyone they feel would be appropriate, but that a Scotmail would not be sent out to the campus. He also mentioned to the committee that if they cannot attend, that they please may send someone to take the their place. The committee concluded the meeting by agreeing that Chuck should arrange for the vendor visits. Cindy Cardenas will be contacting the group regarding dates for the visits.

End time: 2:30