

**Provost Employee Communication Council
December 9, 2008 - Newcomb Hall, Room 168**

Those present: Darlene Branch, Dawn Brennan, Susan Chisholm, Zeke Crater, Peggy Ehrenberg, Iva Gillet, Barbara Graves, Art Grocholski, Kirsten Hilliard, Ginny Kois, Jocelyn Olsen, Kim Olsen, Susan Pott, Beth Reinhard, Delores Roberts, Rob Schuett, Erica Spangler, John Teahan, Jean Varner, Mick Watson, Rita Webb, Carole Horwitz (guest), and Susan Barr (guest).

OPEN SESSION

Student Systems Project

Our guest speakers were Ms. Susan Barr, Director, and Carole Horwitz, Director of Communications, Student Systems Project (SSP), who gave us an update of the Student System Project progress.

Due to its aging technology platform, ISIS cannot meet current or future administration or programmatic needs of students, faculty, or administrators.

SSP Features

For Everyone

- ♦ Better information with few duplicates, and more accurate data

For Faculty

- ♦ New graduate admission functionality, centrally supported
- ♦ Better ability to communicate with prospective students and applicants
- ♦ Ability to view all their course data in one place
- ♦ Truly electronic grading—no paper, no degree-candidate grade sheets
- ♦ A link to UVaCollab
- ♦ All advisee information in one place
- ♦ Ability to track graduate-level and specialized advisors

For Staff:

- ♦ Fewer manual processes thanks to flexibility of new system
- ♦ Ability to pull up view of Student Center, to see exactly what students see in self service
- ♦ Easy and intuitive data entry—only valid entries are possible, and values can be selected from menus and search boxes instead of needing to remember codes and numbers
- ♦ More user-friendly presentation of information
- ♦ More tailored update access due to increased security options
- ♦ Flexibility to allow the system to grow and change as the University does.

Distributed at this meeting was a handout (attached) to inform and promote SSP. This handout outlines the progress, SPP features, generic student system roles, local expert responsibilities, a core readiness/local expert support diagram, school testing and training

coordination timeline, roll out of new student system functionality, and student information system (SIS) milestones.

CLOSED SESSION

Minutes

The October and November minutes were approved.

Executive Employee Communication Council

Peggy Ehrenberg reported on the Executive Employee Communication Council meeting held in December with Mr. Leonard Sandridge. All employee councils University-wide are represented by their chairs, co-chairs, and secretaries.

Food Drive and Stocking Stuffer Project

December 19 is the food drive deadline is December 19 and the stocking stuffer project deadline December 12. Susan Pott is coordinating donated items and Susan Chisholm is supporting that effort.

Meeting adjourned

/pae

Attachment (Student System Project Handout)



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Student System Project

Why Now

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Student System Project

What SSP Can Do for You

Audience	Action
Faculty	Will create Faculty website, including on line demo
	On line pdf version of key policy and process decisions
	Faculty Guide, including basic how tos, such as: • How to sign in and out • Class roster • Permissions • Grade roster • Advisee roster • Course history, enrollment request, program of study • Glossary
	Facilitated demos of Faculty Center (for targeted audiences, such as faculty, LSPs, LSAs, others?)
	Messages for school/departmental websites, communications
	Other?
Staff	SSP Updates
	Involvement of Local Experts
	Direct communication regarding training and rollout
	SSP website, to include training and business process documentation
	Messages for school/departmental websites, communications
	Other?
Students	Will create Student on line demo
	Will communicate key messages via UREG and SFS
	Other?

	Implementation	Groups Impacted
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Generic Student System Roles

System Admin The System Admin will have full access to correct history, setup data, run queries and write reports in the assigned modules.

Local Admin The Local Admin will have access to correct history on all assigned module pages. They will not have access to setup tables. Additionally, the Local Admin will have the ability to update information, run pre-defined queries in PS, and run and create reports out of Discoverer.

User The User will have access to update information and run pre-defined queries in PS, and run and create reports out of Discoverer.

Viewer The Viewer will have access to view information and run pre-defined queries in PS, and run and create reports out of Discoverer.

Local Expert Responsibilities

Guidelines for Identification of Local Experts:

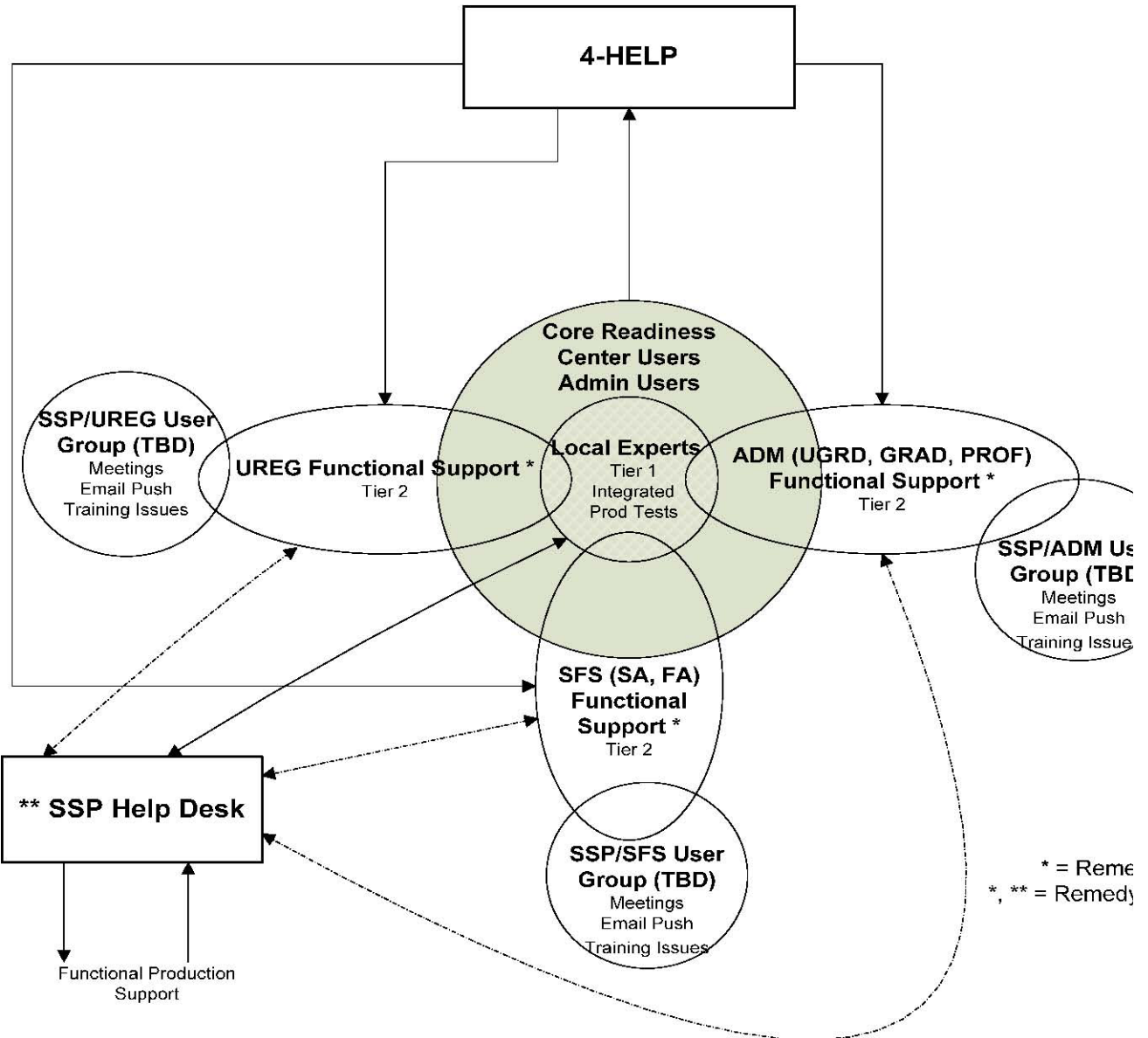
Local Experts will be identified by key stakeholders and, in general, will participate in User Acceptance Training and User Acceptance Testing prior to the rollout of training for other users for a specific module or functionality. They will be selected from individuals who have the role of Local Administrator.

The ongoing role of the local expert is to be a liaison between his/her office and the identified functional support person on the SSP team, and to invoke SSP training materials in order to provide "stop-gap" training for new employees who come into the office and for whom SIS training is not immediately scheduled.

It is expected that local experts will:

- ○ Act as first points of contact for end-users within respective schools/departments.
- ○ Promote ongoing use of training materials and web resources
- ○ Act as experts and departmental training resource in relation to agency data, business ways of working, and departmental use of the Student Information System (the SIS). (Question about whether trains using actual curricula and can authorize completion for access).
- ○ Communicate with departmental end-users on "best practices" for use of the SIS.
- ○ Serve as "authorized caller" to escalate functional incident reports to identified post-production contact within the functional team.
- ○ Utilize the defined process in order to specify user requirements for application changes
- ○ Provide functional specifications to SSP team and/or maintenance organization, as well as participate in design, testing, and implementation of such changes.
- ○ Raise, evaluate, and participate in the implementation of proposals on organizational and process changes.

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* = Remediation
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School Testing and Training Coordination Timeline

SR Wave 2 - Enrollment/Advisement

Activity	Date
Navigation Training1	11/3/08 - 11/7/08
User Acceptance Training	11/17/08 - 11/28/08
User Acceptance Testing	12/1/08 - 1/2/09
Navigation Training2	12/15/08 - 12/19/08
Train	1/19/09 - 3/13/09
Go Live	3/23/2009

SR Wave 3 - Grading/Graduation

Activity	Date
Navigation Training1	5/18/09 - 5/22/09
User Acceptance Training	6/1/09 - 6/12/09
User Acceptance Testing	6/15/09 - 6/26/09
Navigation Training2	7/6/09 - 7/10/09
Train (pilot group)	7/20/09 - 8/14/09
Go Live (pilot group)	9/21/2009
Navigation Training3	9/21/09 - 9/25/09
Train (non-pilot group)	10/5/09 - 10/30/09
Go Live (non-pilot group)	12/7/2009

FA Wave 1 - Needs Analysis - Awarding

Activity	Date
Navigation Training1	8/11/08 - 8/15/08
User Acceptance Training	9/1 - 9/5, 9/22 - 9/26
User Acceptance Testing	9/8/08 - 10/17/2008
Navigation Training2	9/22/08 - 9/26/08
Train on eUFAA Processing	10/6/08 - 10/17/08
Train on ISIR Processing	11/3/08 - 11/14/08
Train on Awarding	12/8/08 - 12/19/08
Go Live - eUFAA	11/10/2008
Go Live - ISIRs	1/9/2009
Go Live - Awarding	3/9/2009

FA Wave 2 - Loan, Pell, Disbursements

Activity	Date
Navigation Training1	3/30/09 - 4/3/09
User Acceptance Training	4/13/09 - 4/17/09
User Acceptance Testing	4/20/09 - 5/15/09
Navigation Training2	5/4/09 - 5/8/09
Train on Summer Loans	5/18/09 - 5/22/09
Train on Everything Else	6/1/09 - 6/26/09
Go Live Summer Loans	6/1/2009
Go Live Fall Loans/Pell	7/7/2009
Go Live Summer Disb	7/7/2009
Go Live Fall Disbursements	8/18/2009

SF Wave 1 - Deposits, Self-Service

Activity	Date
Navigation Training1	12/15/08 - 12/19/08
User Acceptance Training	1/12/09 - 1/16/09
User Acceptance Testing	1/19/09 - 1/30/09
Navigation Training2	2/2/09 - 2/6/09
Train	2/16/09 - 3/20/09
Go Live	4/3/2009

SF Wave 2 - Billing, Cashiering, All Other Processes

Activity	Date
Navigation Training1	3/9/09 - 3/13/09
User Acceptance Training	3/23/09 - 3/27/09
User Acceptance Testing	3/30/09 - 4/24/09
Navigation Training2	4/27/09 - 5/1/09
Train	5/11/09 - 6/19/09
Go Live	7/10/2009

Roll-out of New Student System Functionality

<http://www.virginia.edu/integratedsystem/studentSysProj/index.html>

PLEASE TAKE NOTE: The first three events (in the first three rows in red) reflect major **changes** to our current student advising and grading processes. Training is planned for early fall 2008. For more information and updates, visit the SSP website, address above.

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Item	Implementation Date	Groups Impacted
Replacement of Toolkit with Collab	August 2008	Faculty and staff
Course Catalog and Schedule of Classes	August 2008	Office of University Registrar (UREG), school registrars, Undergraduate Major Directors
Pre-Enrollment/Advisement	March 2009	All faculty advisors, new students, school registrars, UREG
Grading and Graduation	December 2009	Faculty, staff, UREG, school registrars

Student Information System (SIS) Milestones

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<i>Complete Rollout of SSP through December 2009</i>		
Course Catalog and Schedule of Classes	August 2008	Office of University Registrar (UREG), school registrars
Financial Aid eUFAA processing	November 2008	Student Financial Services, School of Law and School of Medicine Financial