Software Demo
John Tyler demonstrated a mockup of the WebAdvisor Evaluation Report for Students. The group was pleased with the “look and feel” of the mockup. There was some conversation about the codes that are used in the evaluation, John explained that the codes and information are drawn directly from Datatel, and are not part of the page design. We can arrange data items but not add to them since the evaluation is just a report. The comment was made that advisors and counselors see information in various formats (catalog and web program guides, XSAI etc.) and that they will have to become familiar with the layout of the evaluation report. If the report has similar colors and information as the website this may help. The group agreed that style questions should be deferred to John since he is aware of generally accepted web design principles and standards. The question was asked of Jason – is this enough for the consultant to write up a bid? He thought this was sufficient, and will forward to the consultant.

Consultant Report
Jason discussed the first draft of the consultant’s bid – there were some questions and areas not addressed to our satisfaction so they are revising the proposal. He hoped that the report would be back in time for copies to be sent out to team members for review before our next meeting. Their price will somewhere around $75,000 to include configuration and initial data entry. We will have to be prepared to respond promptly to any of their questions so their timeline is not compromised. There was some discussion about who should be the main points of contact for the consultant. Troy and Dolores will both be involved since they both have accountability for major sections of the project that the consultants will have questions about. They will delegate the questions to other team members as needed and keep all of the members of the team informed of actions, questions and accomplishments. Training and maintenance will also be addressed in the proposal.

Implementation and Time Line
Assuming the consultant’s proposal is accepted, most work will occur in Spring/Summer, final testing and training will occur in Fall and we can target the start of Winter (2008/3) to bring the system up live for students and staff. The scope of the initial set-up for this timeline will be the catalog years 2004-2008. An internal team will be needed for end-user training and it was suggested that Anne Gupton lead this effort. A core group of staff will have to be carefully trained to conduct ongoing entry and maintenance of information.

Potential project targets include:

October/November/December 2006 - gather evidence and analyze data
January - prepare software recommendation
March - arrange consulting to prepare first “catalog”
April - begin to plan/attend training in curriculum management (equate codes, pre-requisite syntax), degree audit, electronic use of product, student educational planning and related
April/August - build first catalog
September/November - test, staff training, and student training
December - begin communication strategy including orientation, development of training materials, workshops etc

Upcoming Meeting Schedule:
March 22, 2007, CM1117j, 11:00 a.m.