Consultant discussion:

The two staff from Enertron (Al and Tom) met with the team to go over the plan and answer any questions that people had. Some of the topics included:

- Working with Registrar staff to clarify rules
- Testing with graduates from prior years
- Setting up only the new General Education requirements
- Changing academic policies during the summer (when CPSC does not meet)
- Data integrity issues (what fields are being used incorrectly)
- Web view of evaluation output
- Which catalogs will be built into DA
  - We confirmed that the 2004 Catalog will be used for the initial set-up.
- How the DA setup will affect the intended use of E-Advising
- Timeline issues

Implementation and Time Line Issues:

- Chris VonFintel was introduced as the initial point of contact for Enertron, and Troy Boquette and Dolores Sharpe will be the backup contacts.
- Lori Wcisel and Chris VonFintel will develop a short list of programs to begin testing; they will look for a mix of easy and complicated programs to start with. Chris will e-mail the list to Al Cackowski, Enertron.
- The team can begin working on the general communication and training plan (A. Gupton will lead) as soon as possible without waiting for the final project work to be done. Training will be planned with a “train the trainer” model in mind.
- Dolores will add Al and Tom to the CPSC distribution list so they can stay on top of any changes that will affect DA.
- Dolores will contact the team leaders with calendar dates for early June to discuss timelines and implementation plans.

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

May/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:

TBD