Attendees: Dolores Sharpe, David Schaaf, Chris Vonfintel, Gail Ives, Steve Robinson, Anne Gupton, Troy Boquette, Lori Wcisel, Kelli Sproule
Absent: Cheryl Bassett

Minutes were emailed and provided at the meeting.
Minutes were reviewed and approved.

Software Demos
The purpose of the meeting was to de-brief from the demonstrations that were conducted on 11/28. Copies of the evaluation criteria table with Gail’s notes were distributed and reviewed by team members. David S. brought a list of the six Conclusive clients (four are operational; two are in process of installation). The team discussed the pros and cons and questions that they have about the various features of the software. Areas of concern include:

* Elements like new grades, changed gen ed codes would have to manually entered twice, which contributes to the chance of error (M. Hope);
* Our ability to see and use the system data (usage by students, reports written in Cognos against data warehouse etc.) CS is a proprietary system; DT will be integrated directly with Cognos using Oracle. (K. Sproule);
* Concern about keeping the two systems (CS and DT) perfectly aligned;
* “Look and feel” of evaluation report (T. Boquette);
* Our ability to customize output (M. Hope);
* Set up services and on-going support (D. Sharpe);
* Navigation of screens in set-up and editing modes (L. Wcisel);
* Ability of product to support advanced functional modules of Datatel including E-Advising and Student Educational Planning (G. Ives);

Team Sponsor K. Sproule posed the core question – “What don’t we like about Datatel, and are these problems un-solvable”? The team agreed that we need to participate in a live demo with Datatel and that we need technical staff as well as sales staff to answer our specific questions. G. Ives will work with M. Hope and his staff to arrange for a live demo – the afternoon of Dec. 12th would be one possibility, or sometime in early January. We are still shooting for a decision/recommendation before the end of January.

Potential project targets include:

October/November/December – gather evidence and analyze data
January – prepare software recommendation
February – begin to plan/attend training in curriculum management (equate codes, pre-requisite syntax), degree audit, electronic use of product, student educational planning and related
March – arrange consulting to prepare first “catalog”
April/June – build full catalog, test, staff training, and student training
July 1 – begin communication strategy including orientation of materials
The AQIP Shared Calendar in Outlook will be kept updated. Please provide Gail Ives with calendar information.

**How to access the Outlook Calendar:**
Open your own Outlook calendar; choose File, Open Other User’s Calendar, type the name AQIP Calendar. You can read, but not write, to this calendar.

**Other team documents can be accessed at:**
S:\AQIP-PEAQ\Action Projects_TEAMS\Degree Audit Team

**Upcoming Meeting Schedule:**
December 12th
2:00 – 4:00, CM 1002 or TBA (note: this meeting is dependant upon Datatel’s availability for a demo)