

SCC CIT Meeting
February 18, 2005

Guest – Jim DeVere

Yira

- No District CIT meeting Tuesday, February 22, 2005.
- Introductions were made to Jim and he announced he will be attending all our meetings to help with the lines of communication.
- Barbara Matus meeting on main academic structure - scheduled for March 9th
- This is for R25.
- Keep up the momentum of signing-in ad using EASIS Plus
- EASIS 5 – to be released in March.
- Training will be on EASIS 4.

Financial Aid – Stacy

- She is working on revising their training manual to include SCC functional practices.
- Went over student Self Services function. All functional areas will need review but Financial Aid does not want due dates to appear on Check List, they have also requested that the names of operators accessing student records be suppressed.
- Do not have a final award letter, needing to start over on that item.

Jim – Disconnect between functional lead and security, working to understand roles & functions of the different departments.

Cashiers – Pat

- Was excited she was able to post and make payment to a record the night before.
- Key piece was not opened, now able to complete tasks
- Concerned that District is not giving out information needed when new versions have been released.
- No longer able to do large batch processes

Admissions & Records – Fran

- 3 C's – communication, comments & checklists
- A very important part and more complicated than initially realized, functional leads will be responsible for their own 3C's
- Training very important to get started as quickly as possible for departments.
- Training concern, where are decisions being made as to what functional systems we will be trained on in March.

- Quick Admit Form – made changes and clean-up form again.
- Western Undergraduate Exchange concern because RIO does not recognize. If student is taking a class at RIO would resent tuition amounts for other colleges.
- Student Information Sheet – print getting too small, currently at 6 font. May need to go to a tri-fold to get all the information and be able to read.
- Official Transcripts finalized and looking good.
- Schedule Invoice still an issue – not going to work with what was presented. Students need hard copy with current schedule.
- Still see a confusion about current functionality. May need to be redefined.
- Still having problems with Security. Document with 56 pages just for SCC. May be in part to HR security.

Yira

- Sharon working very hard to send us handouts that will help keep us informed.
- Asked at CIT to date FAQ's and they agreed to do so.
- Still a concern about meetings being canceled. Please notify Sharon and Yira via email, if our meetings are canceled.
- Fran shared with us a form from Glendale to track transactions for the week of February 16, 17, & 18. Give SCC a better understanding of what will be impacted next year when we go live.
- Request was made to update the responsibility matrix both SCC and district.

Schedule Building – Mary

- Question to Jim as to where Jason is with the schedule build program that will work with SIS? Jim will check and get back with us at the next meeting.

Advisement – Michael

- At DAC meeting were shown Self Service Advisement piece
- degree audit looked good. Concern though only shown one plan from one school.
- Concerned as to why they are just now being asked to forward all audit plans needed, should have been requested long before this time.
- Important to have transfer degree audits/programs that is what students request most often.
- Fran stated that A&R council has not seen the degree audit piece to date.

Training - Barbara

- Asked Jim if training in March will be using any different material/manuals than what is up on the web? Jim said no, they will be training us from those manuals.
- Joint training will be a campus function.

Jim

- Asked to be added to SCC CIT Distribution list
- Will be working with Stacy to provide us with an overview of Crystal reports at our next meeting March 4th.

Adjourned – 10:30am

Next Meeting:
March 4, 2005
9:00am Peridot Room