

MEETING NSS Campus Team

SEP 25th, 2002

Ruby Miller – Meeting Facilitator

Members Present:

Liz Bahe	Mike Rooney
Barbara Bentz	Dee Shipley
Pat Chandler	Carole Teel
Stacy Curtis	Emma Walters
Linda Hughes	Fran Watkins
Liz Ketterman	John Weser
Mary McKeever	
Anne Mello	

Members Absent:

Sharon Blanton
Debbie Kushibab
Pat Serrano

Ruby Miller called meeting to order at 10:10am.

Ruby attended last Friday's SIC meeting (9/20/02) and reported deployment of the system has not yet totally been decided.

Ruby called for status reports from the Sub Committees that were set up at the last campus NSS meeting, Training, Information, Security, and Shadow Systems. Since not all sub-committees have had a chance to meet yet, there are only two committees reporting:

Shadow System Sub-Committee: Mary McKeever and Stacy Curtis requested NSS Committee input on a survey they are working on to send out to the campus. A copy of the survey DRAFT was distributed to those present. Stacy noted the survey has an ADP text box for questions and the completed form will be sent to the Help Desk.

Discussion. It was suggested to add examples of a shadow system, like Filemaker Pro, because some people may not know what a shadow system is. Fran Watkins said if someone uses a shadow system, they know it because they have to download it to use it with SIS. In addition to Filemaker Pro, other shadow systems identified included Micro Grade, SIREN, and EXCEL.

Pat Chandler commented that not all shadow systems are downloaded. In the Cashier/Bursar's Office, they use "paper to program" systems such as Deck Cards and WIZ tickets for data to eventually end up in SIS. It was suggested the Division Secretaries be asked what shadow systems they might use with SIS.

From discussion, a suggestion was made to add a note to the survey requesting the survey taker to list any program or system they use with SIS. All information will be helpful in planning how the new system will process and extract needed shadow system data from the NSS. It was noted current functions will be in the new system, i.e. the NIMS program for end of the day reporting and the FTP file transfers. Mike Rooney added he thought the survey should give an operational definition and an example of a shadow system.

Ruby advised Mary and Stacy to talk to Erika Trede about the list of shadow systems she has already put together and see what she is defining as shadow systems.

Training Sub-Committee:

Emma reported the Division Secretaries have volunteered to assist as contact points in respective campus areas to determine the need for training. It was noted there is and will be need for 'Change Management' as we are already experiencing some resistance with Mac users.

Emma Walters also reported the sub-committee has established a communication and training time line, beginning with a letter from Dr. DeCabooteer to go out to the campus the week of OCT 7th. His letter will kick off the NSS training schedule and have general information on the new NSS (system) coming to SCC. It will also introduce Associate Dean Sharon Blanton and Ruby Miller as co-chairs of the SCC Campus NSS Committee and reference the training schedule beginning the first week in NOV.

OCT 14th, Sharon and Ruby will send out a memo to the campus explaining the process

OCT 21st, Debbie and Liz will send a memo to the campus on activities showing change is fun.

OCT 28th, Emma will send out a memo on the Training Schedule\

NOV 4th, The first wave of training workshops are scheduled to begin with: Explorer/navigating/Searching, Windows XP, and FERPA.

Discussion. Emma asked Ruby if FERPA should be mandatory for all employees. Ruby strongly encouraged everyone to do the survey for awareness, but it depended on the type of job the person does, and noted such areas as Admissions, Financial Aid and Student Services are required to take the FERPA online survey. Emma and Fran are Working on making a FERPA Video screening available. All agreed there will be more discussion on FERPA with the Security Sub-team.

Emma noted additional training for advance EXCEL, DSS techniques, and ACCESS will be scheduled in the second training wave.

Next Meeting: WED – OCT 9th, 2002 at 10:00am-12:00pm, in AP 218

Meeting Adjourned: 10:50am