

## 9/6/02 Meeting Notes

### 1. General Project and Team Update

- introductions were followed by a handout listing all CIT members (refer to DL)
- summarized demo of Decision Support System - get feedback to Linda Hughes by 9/30

2. NSS Training Plan - discussed need to prepare college for new ways to access data, lay ground work so skills are in place prior to receiving training specific to new student system

- subteam created - Emma Walters, Fran Watkins, Barb Bentz, Ann Mello, Debbie Kushibab, Carol Teele, Linda
- Hughes, Stacy Curtis, and Liz Bahe
- topics to include relational database, Excel, Internet Explorer, Access, change management, FERPA, online
- navigation, security

3. Information Security Plan - discussed need raise security awareness, develop guidelines, policies

- subteam created - Sharon Blanton, Ruby Miller, Yira Thorne, Ann Mello, Barb Bentz, Dee Shipley, John Weser

4. Shadow System Identification - must identify all systems that interact with SIS, determine if new SIS will replace or interact with existing shadow systems

- subteam created - Linda Fuchs, Mary McKeever, Stacy Curtis

### 5. Meeting Schedule

- agreed to meet on Tuesday, Wednesday or Thursday from 10:00 - 12:00, every two weeks
- Sharon will check with Pat Serrano and John Wesser to meet their scheduling needs
- agreed to take turns recording meeting notes

Next meeting will be on 9/25 at 10:00am. Meetings will continue every 2 weeks. If you are on CorporateTime Calendar, I have already added the dates to your calendar. I don't have a location yet. Ruby or I will follow-up. thanks

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