

Meeting -NSS Campus Implementation Team
November 6, 2002
Meeting Facilitator – Sharon Blanton

Members Present:

Sharon Blanton	Mike Rooney
Dee Shipley	John Weser
Emma Walters	Linda Fuchs
Trina Larson	Carole Teel
Mary McKeever	Fran Watkins
Anne Mello	Pat Chandler
Debbie Kushibab	Barbara Bentz

Members Absent:

Ruby Miller
Yira Thorne
Linda Hughes
Pat Serrano
Liz Bahe
Dean Hermanson
Liz Ketterman

October 23 meeting notes were approved without changes.
Sub Committee Reports

Training

Emma said the training schedule should go out on Thursday, November 7 and will include training dates for Windows, Internet Explorer, FERPA and Change Management. The pilot workshop for Change Management had been given and Debbie gave the group a content overview PowerPoint presentation of the Change Management workshop. The workshop is about one hour in length and includes activities on new terminology and an exercise about change. Sessions will be scheduled for December 13.

Comments after the presentation included:

- need to include in the presentation the reasons why we need to change to NSS
- it might be a good idea to ask workshop participants what scares them about NSS-responses to be given on index cards.

There was discussion giving a FERPA workshop to this group at the next meeting and because the next meeting was scheduled during registration, the decision was made to cancel the November 20th meeting and have the FERPA demo on December 4. The December 4th meeting will also be used to review the SCC Project Plan before it is due to District (December 6)

The Windows Workshop is ready, the IE workshop is about 50% complete and the skills assessment will be developed after the workshop documentation is complete- Target date of January for needs assessment test.

Emma also announced that while SCC's Training Team decided e-learning was not cost effective the District Training Services has been approved for \$20,000 renewal dollars to purchase e-learning licenses to be distributed to the campuses. No vendor has been selected. Timeline is estimated to be sometime this spring.

It was decided that:

- Training schedules will be sent as a separate message from MemoGram
- All class registrations will be made through IT Training Department (36311 or email to Trina Larson)
- The training sessions are not scheduled too early. They need to be promoted as building technology skills for new systems in general.

The last item above was the result of questions prompted by Jim Devere's email regarding the "Big Bang" date of July 2004. What does this date mean? Sharon will request clarification on the deployment schedule.

Reactions to District Sponsored Training

Impressions included:

- Too long
- More 'awareness' than training
- Lots of documentation
- Frustration with not be able to view with Maricopa data
- Expectation that the "training" sessions were mostly designed to give users a preview in order to get their expert feedback for the tweaking process.

Communication Plan Update

Feedback is being received on the NSS MemoGram. MemoGrams will be sent out about once each week.

Shadow Systems

The survey collected data was entered into the District template and this group was asked to review the report for completeness. Send all additions to the distribution list (dl-sc-shadow@sccmail.maricopa.edu)
Type classifications are uncertain. Once our report is sent to Dist—all reports will be reviewed for completeness. Copies of the shadow systems report will be sent to all team members not present at this meeting.

SCC Implementation Plan

Sharon distributed the Plan Template from District. This plan is due back to District on December 6. Sharon will pull together the information she has and present to this group on December 4th. Anne and Ruby will review the communication plan piece and send additions to Sharon.

Project Manager's meeting is next Tuesday. In Sharon's absence, Dee will attend with Ruby.