

CMS Executive Council Meeting Minutes **Monday, March 26, 2007**

Finance 9.0 Project

- Looking at Spring 2009 for the Go-Live date.
- Do not want to Go-Live in April because it is too close to year end.
- Discussion about this project should begin in the Spring.
- Work on this project will begin in 2008.

Conversion

- Running student queries.
- The second conversion downtime occurred this past weekend. The system will be back up tonight.
- Everything is on schedule for the conversion.
- A lot of work has gone into making sure the data is clean for conversion scripts.
- April 9th is the soft role out of the Portal. The Portal will be available for Summer registration on April 30th.

Student Campaign

- A myCoyote flyer was distributed.
- The myCoyote flyer will be handed out to students. It will be communicated to the students that the Portal will be available April 10th.
- A myCoyote demo will be given in the Student Union.
- Instructors of large classroom will be sent an email asking them if we can use 5 minutes of their class time to talk to the students about myCoyote or if we can hand out flyers by their classroom.
- Flyers will be given out at Housing.
- All students will get a data mailer telling them how to register for Fall and Summer.
- Student Assistants in Records will test the myCoyote and give feedback.
- Tracs and Webreg will direct students to myCoyote.
- It was suggested that a meeting with SSD be called to ensure the process is ADA compliant.
- It was also suggested that the Telephone Operators be aware of students registering in myCoyote.
- It was suggested that a contact number be put on the flyer.

Faculty Campaign

- Faculty need to complete a CIA form and security training.
- There is no formal training for grades. There will be an online tutorial. Help will also be available through the department and open labs.
- A message about processing grades will be included with the Winter quarter rosters.

Open Discussion

- HR is working with Io on gateway and Ben Admin will start soon.

*Minutes Submitted by
Candace Johnson*