NDUS Functional User Group

Thursday, February 17, 2011

Conference call 1pm – 3pm

Attendees: Admissions – Greg Sturm and Charlene Stinson; Student Records – Sandy Fried and Rhonda Kitch; Student Financial Aid – Sandy Hill and Rohit Kulkarni; Student Finance – Ladonna Malachowski and Janet Reisenauer; Finance – Alison Peyton; Campus Solutions – Jennifer Kunz, Garrie Etherton, Linda Baeza-Porter, Mary Bergstrom, Sheri Gilbertson, Sue Klava; HR/Finance – Teri Thorsen

Rohit called the meeting to order. Roll call was taken. Jennifer will send out an updated CC FUG participant list after today’s call.

Agenda was reviewed and two additional agenda items were included for the meeting. Citizenship report from 4th week enrollment and Development/End User testing were added to the agenda.

**New CC User Group Guidelines and Chairperson/User Group Structure:**

-Jennifer – New CC User Group guidelines draft copy under discussion and was developed with new text contributed by Mary, Rohit and Jennifer. The new, revised items are included in red text. Purpose and membership of the group is included.

-On the topic of chairperson, it was shared that each CC user group has its own nominating process. The admissions and records groups rotate on an annual basis with a schedule in place. Financial user group discusses the chairperson and assigns on a less structured format. The controllers group rotates chair duties on a monthly basis and the HR group chair is a volunteer process.

-Jennifer asked for suggestions on how to appoint the chairperson for the CC FUG group. Rohit has currently been serving in this capacity for two years. One suggestion was to appoint the chair in an alphabetical fashion, although due to turnover some members may not yet be ready and prepared to chair. Another suggestion was made to ask for a chair on the basis of “someone who really wants to do it” and to also explore changing the date and time of the call to accommodate all group members. Rohit suggested that we establish a chairperson and set a specific term length and that although, turnover presents challenges, and this should be assigned and not appointed on a volunteer basis.

-Rohit explained the primary duties of the chairperson are organizing e-mails and monthly agendas, taking meeting minutes and working with Mary to set up the calling bridge.
- The group decided we would establish a schedule for chairperson, serving a one year term. Using the alphabet, admissions is the first group represented and Greg Sturm and Charlene Stenson agreed to be co-chairpersons for the current period through February, 2012.

- Discussion regarding the monthly meeting time ensued and it was agreed that the new meeting time will be the fourth Thursday of each month from 2 pm – 4pm. The next meeting will be held on Thursday, March 24, 2011 at 2 pm.

**Message Center**

- Rohit attended a session at the Alliance conference given by University of Maine — They have created a modification to their student center page which added an “In Box” for students to receive messages sent out by campus offices. Staff would have access to a text box page in CC where they could type a message to a student or group of students, from an external file. Other functionality included being able to see if the message was read, having a time or end date option, archival of messages and tools to analyze the message. Not sure of space limitation in the text box. Jennifer would ask the user group submit a DR. Rohit agreed to do this, but asked the other users to send any ideas on how they would use the tool, so that he could include them in the request.

- Linda B. — Hobson’s has the functionality, but does not have the data integration piece. Also poses problems as it leaves out med school and law school for UND and UGRD and GRAD would have to be run separately.

- Jennifer cautioned the group, to make sure this really was the tool that we wanted to move forward and to make sure all avenues were researched ensuring there were no other tools/options available that could fit the College/Universities better.

**COMGEN**

- Overview by Rohit: COMGEN is in stage at this time, and Financial Aid is testing. Testing is running fairly smoothly, with hopes it will be up and running this fall. Each campus can create customized emails. Other functionality included: viewing emails that are generated through a particular screen in Campus Connection and a link will be provided that would show the actual email sent to the student and when it was sent.

- Rohit proposed that the same link that can be viewed by the staff, should also be added to the Student Center Page, so the student can see the email

- Jennifer:

  Jennifer asked if anyone in the group has concerns about moving it ahead. The only response was a request for more information about COMGEN.

**Actions:**

- Rohit will send an email out regarding details of the COMGEN process.
- Talk with your FA representative on your campus for detailed information about COMGEN.
- Take the Student Center link request back to your respective user groups for feedback.
Citizenship
Sandy requested an update regarding Citizenship pulling incorrectly in Report D of 4th week enrollment. Mary Bergstrom had followed up with Charles. She thought he had been working on it.

Student Self-Service Role
Charlene brought up the issue that the Student Self-Service role is only assigned 24 hours after the student is matriculated. It makes it very problematic for students to use self-service close to the start of the term. Jennifer will get clarification and report back at the next meeting.

Developments/End User Testing
Collaborative page: Ask that users with access to the collaborative page test the comments section and the effective date in the stage environment. Plans are to get together with collaborative contacts to discuss additional changes. Collaborative campus reps were to talk with each of the modules and bring all changes back to the meeting. .CSV file common headers are off on the old collaborative report. Request made to make the report create its own .csv file so the column headers will align.

Residency Page: SITS asked by the Board Office to enhance residency page to enable them to report more completely where students were originally from or how they earned ND residency. The security roles are not working correctly, so new security roles have been created. Mary asked for some volunteers to test this in the stage environment. A document can be supplied by Mary B. showing what new security roles exist. Rhonda, Charlene and Ladonna volunteered to test.

Rohit asked how to code online only students: The majority of the campuses code them using the same criteria they would code any other student with.

Data Dictionary –
Jennifer: Campus Solutions are about to roll out the Data Dictionary. The Data Dictionary is used to identify major data elements such as defining collaborative; residency...etc. The HR user group has already rolled out their definitions. Jennifer is seeking volunteers from the 4 user groups to review the material.

Next meeting March 24 @ 2.