



**FACT Meeting Notes
Monday, July 9, 2007
3 – 4 pm; CSS 302**

Present: Lisa Besemer, Sara Dew, Melissa Dohnal, Kathy Fisher, Jo Gerst, Kim Graboskey, Denise Grinnell, Bobbie Landreth, Kim LaTendresse, Lori Henderson, Kris Rasmussen, Dave Steffens, Rob Wagner, Bruce Gilchrist, Adam Wetherell, Syed Ali.

Absent: Craig Westman, Vicky Deur, Donald Flickinger

- 1. Cloning SAND Regularly**—We did not clone SAND in June. This was due to the development of the Open Enrollment application. The lack of current data caused issues for the Student system regarding the troubleshooting and testing of production issues. It was decided that SAND would be cloned every month with the possibility of waiting a few days after month end if needed. The regular schedule of recloning SAND will require developers who need an instance to remain uncloned across month end cycles to request a separate instance for development.
- 2. Moving Xtender to SAND from DEV4** – This issue was brought to the committee and there were no objections. It was noted that the technical team will still need to work out the details and that Lori wanted to review how security would be handled when SAND was cloned.
- 3. PopSel permissions access for HR** – HR was having issues with requesting access and using certain features of the Population Selection process. Jo Gerst stated that granting access should not be an issue once the access that will be needed has been defined. Sara Dew has offered to work with Bobbie and Michelle to determine how they can best utilize PopSels.

Updates:

- 1. Migration update** – Most of the data is off the Mainframe. The Mainframe will now be kept up on a week-by-week basis and a meeting will be held each week to evaluate its need.
- 2. Xtender Implementation** – Production is up and running and Admissions is working on final testing and procedures. It is expected that admissions will begin using the system fully sometime in July but this is dependent on the DocuShare migration.
- 3. Team Reports:**
 - a. Student/Financial Aid** – Financial Aid is looking to install 7.8.1 and a patch to production on July 19th. Sara Dew also requested access to create reports against the ODS. It was decided that the ODS team will review this request. The following suggestions were forwarded to the ODS team for consideration:
 - i. Consider the person's FOCUS experience**

- ii. Consider the person's PopSel experience
- iii. Have a Responsibility Disclaimer stating that the report writer is responsible for the accuracy of the data.

Student indicated that they are still cleaning up data and converting processes and reports.

- b. **Human Resources** – Open Enrollment is complete and HR staff is finishing the updates to Banner. Testing continues for Employee Self Service enhancements. They have completed the position budget and payroll portions of year end and have only a few outstanding issues to resolve. New report requests are being written against the ODS.
- c. **Finance** -- They are working on finalizing year end. They are cleaning up budgets and the 07 encumbrances should roll this week. Budgets should be approved this week and will be loaded next week. Lisa reported that Purchasing is processing 40 – 50 POs a day.
- d. **Security** – They are working on Xtender security.
- e. **Applications Technical** – They are reviewing the Change Management process, WebFOCUS Report Caster, and WebFOCUS Report Library. Also, they will be reviewing the project calendar to help assign timelines.
- f. **WebFOCUS** – Naming conventions have been set and a spreadsheet has been created for tracking used names. They are still working on version control so developers are not updating the same report at the same time. Campus wide training has been going well and will be continuing. A test environment is being put in place and an upgrade to production should be implemented by the second week of August. Developers will have one week to test the upgrade before it is put into production. Lori, Kathy, and Jo will be having a meeting about Security and the Domain structure.
- g. **ODS** – There are a few minor refresh errors to correct then they will start looking at performance.
- h. **Training** – The finance team is working with Terri to create Captivate lessons for training. A MyFSU channel is being considered to provide a single location for training resources.
- i. **Academics** – They are pleased with the new process put in place and are going to reprioritize their list of remaining requests.
- j. **Common Matching** – Has been renamed to the Duplicate ID Resolution Team (DIRT). They have made updates to the nickname table and have a complete list of duplicate IDs they are working from. Their research has resulted in new data entry instructions. The average number of duplicates introduced to the system each month has been reduced to 13.

Submitted by Kris Rasmussen