

PeopleSoft Resolution Team COMPLETED Issues Log

Dept.	Assigned To	Task Description	Status Reports	Next Steps
Admissions/Counseling	Ram Anumula & Jo Ann Phillips	<b>SPECIAL GPA</b> - Modify the Special GPA Transcript Summary/THD to create a single report.	100% Complete	In production.
Admissions/Counseling	Minh Lam	Modify the search variables/options for course search in schedule (i.e. changing college, searching all colleges, etc.)	100% Complete - #5 on the Counseling BT Priorities List	This feature is now available in the class search with the ability to choose one college or all four colleges to search a class..
Admissions/Counseling	Minh Lam & Joyce Brown-Willis	Identify students notified about failed grade on prerequisite(s).	100% Complete - #2 on the Counseling BT Priorities List	The ability to do this task is available in the system and done in a certain amount of time & will be scheduled for Summer/Fall 2010
Admissions/Counseling	Minh Lam & Sheryl Queen	Milestones: Notification of updates; master list in drop-down menu in PeopleSoft; list must agree with what is in catalog.	This is #4B on the Counseling BT Priorities List.	The link to the milestones is available on the web. It was decided that it is unrealistic to have a drop down menu with 400 options.
Fac./Instructional	Minh Lam	Send out information about Peralta student email addresses on class rosters. Also will send out an announcement with the latest Peralta email information.	100% Complete	
Fac./Instructional	Sheryl Queen	Instructors need to know the dates that census rosters are available for dynamically dated classes. This process is not automated and the schedulers have to do it manually. Need to work on getting calendar posted on the portal with add drop dates for students as well for the dynamically dated classes	100% Complete. The due dates are now available on each class.	Follow up action required for verification. Sheryl Queen will test.
Fac./Instructional	Sheryl Queen	Variable Unit Classes - Issue, at end of term student may earn a different number of units than they enrolled in. Transferring from one section to another – would be a manually a & r thing, and positive attendance, coming up with incorrect number of hours and faculty don't have the ability to change within PeopleSoft. SARS is supposed to be able capturing hours need method to aggregate the data because there is other data other than SARS. There is one on one tutoring going on but those hours are not being captured, they have to be manually input. PC track, SARS and tutoring, no centralized check in place. Sheryl will follow up.	100% Complete. Variable unit classes will no longer be offered.	

PeopleSoft Resolution Team COMPLETED Issues Log

Dept.	Assigned To	Task Description	Status Reports	Next Steps
Fac./Instructional			100% Complete	
Financial Aid	Brian D'Arcy	Send project development timeline to Jim Bracy	100% Complete	
Financial Aid	Brian D'Arcy	Send Jim Bracy a written explanation on SEOG awards	100% Complete	
Financial Aid	Daniel McCarthy	Send written response on action items to Dr. Mathews for approval	100% Complete	
Financial Aid	FAO's, CIBER, Peralta	Review of fitgap and milestones	100% Complete	
Financial Aid	Jim Bracy	Send email to Regent addressing outstanding issues and concerns	100% Complete	
Financial Aid	Jim Bracy	Set meeting with Regent, Ciber, Peralta IT, FAOs, Jim Bracy, Mickey Mathews for discuss student financial aid issues.	100% Complete	
Financial Aid	Jim Bracy	Review student issues and send to Regent, Ciber, Minh Lam, and Mickey Mathews.	100% Complete	
Financial Aid	Karen Croley	Add discussion on BOG waiver data to Student Issues agenda	100% Complete	
Financial Aid	Karen Croley	Send out Fit Gap review minutes	100% Complete	
Financial Aid	Mickey Mathews	Submit draft of Polices and Procedures manual to Jim Bracy for review.	100% Complete	
Financial Aid	Mickey Mathews	Submit a draft of the Financial Aid Handbook for review	100% Completed	
Financial Aid	Mickey Mathews & FAOs	Create a list of required documents to collect from FA students	100% Completed - Done in SAFE	
Financial Aid	Minh Lam	Submit Regent performance evaluation	100% Complete	
Financial Aid			100% Complete	
IT	Minh Lam	Hiring of IT Analysts for Student, Finance and/or Technical	Application closes April 1, 2010	Submit a chart and progress reports of the tasks and who they will be assigned to the specific tasks on the issues log.
PIT	Eric Gravenberg	Create a one page summary of the recommendations for the role, name, composition, and scope of work of the proposed PIT structure. Dr. Gravenberg, Jim Bracy and Joseph Bielanski will meet with Dr. Allen prior to the next PIT meeting.	100% Complete	
PIT	Joyce Brown-Willis	Create working document to track ideas and tasks	100% Complete	
PS/CIBER	Chip Houlihan	Report on variable unit issue at next meeting	100% Complete	
PS/CIBER	Chip Houlihan	Provide issues log at next meeting	100% Complete	
PS/CIBER	Chip Houlihan	Produce a report for issues of concern before he leaves.	100% Complete	

PeopleSoft Resolution Team COMPLETED Issues Log

Dept.	Assigned To	Task Description	Status Reports	Next Steps
PS/CIBER	CIBER & Tina Vasconcellos	Arrange demo of PeopleSoft Academic Advisement application	100% Complete	
PS/CIBER	Joyce Brown-Willis and Janet Cragin	Look for the RWD flow chart that was created that could serve as a tool to identify the go-to person when something breaks down.	100% Complete	
PS/CIBER	Joyce Brown-Willis and Sheryl Queen	Provide information on the structure of the RWD model.	100% Complete	
Student Admin.	Anita Black & Gary Perkins	Set up faculty training at Laney, BCC, and COA	100% Complete	
Student Admin.	Gary Perkins	Send training calendar to Jim Bracy for broadcast	100% Complete	
Student Admin.	Janet Cragin	Set dates for MS student email training	100% Complete	
Student Admin.	Janet Cragin & IT	Drafting an email to send out to students advising them that their cards are ready and where to pick them up. There will also be emails sent with instructions and information.	100% Complete	
Student Admin.	Jim Bracy	Send out memo regarding ADD card procedures	100% Complete	
Student Admin.	Jim Bracy	Letter to go out to local superintendents and high school principals regarding the new concurrent enrollment form.	100% Complete	
Student Admin.	Joyce Brown-Willis	Update paper application to include signature.	100% Complete	
Student Admin.	Joyce Brown-Willis	Submit revised paper application by April 8.	100% Complete	
Student Admin.	Joyce Brown-Willis	Submit instructions about who will be using the paper application and for what purposes	100% Complete	
Student Admin.	Joyce Brown-Willis	Research CCCApply Spanish version	100% Complete	
Student Admin.	Joyce Brown-Willis	Test the prerequisite check process.	100% Complete	
Student Admin.	Joyce Brown-Willis	Email Jim Bracy an explanation of the prerequisite check process	100% Complete	
Student Admin.	Joyce Brown-Willis	Email a copy of the CCCApply Contract to Jim Bracy	100% Complete	
Student Admin.	Joyce Brown-Willis	Update the website and A&R Phone Voicemail to reflect peak enrollment	100% Complete	
Student Admin.	Joyce Brown-Willis	She will send a copy of the CCCApply Spanish contract to Jim Bracy.	100% Complete	
Student Admin.	Joyce Brown-Willis	Send out a list of incomplete grade rosters for Spring to Wise Allen and Debbie Budd.	100% Complete	

PeopleSoft Resolution Team COMPLETED Issues Log

Dept.	Assigned To	Task Description	Status Reports	Next Steps
Student Admin.	Joyce Brown-Willis	Update the website and A&R Phone message to reflect peak enrollment dates and times	100% Complete	
Student Admin.	Joyce Brown-Willis	Revise and email the concurrent enrollment form to the PIT for further review.	100% Complete	
Student Admin.	Joyce Brown-Willis	Fee Collection - Do the next steps for the proposal.	100% Complete	
Student Admin.	Kerry Compton	Discuss Spanish application at VPSS/Deans meeting	100% Complete	
Student Admin.	Minh Lam	Send out two lists: 1. All students currently enrolled 2. All students currently enrolled in 9 units or more	100% Complete	
Student Admin.	Minh Lam	Develop a web demo for how to create a roll book using Excel (this is a temporary fix.)	100% Complete	
Student Admin.	Minh Lam	Place the batch holds for on student accounts by the end of the day that have not paid their Easy Pass fees.	100% Complete	
Student Admin.	Minh Lam & Joyce Brown-Willis	Update returning student's addresses.	100% Complete	
Student Admin.	Minh Lam?	Establish final commitment process date for the Census Roster	100% Complete	
Student Admin.	Peralta & CIBER	Review discovery and previous Fit/Gap.	100% Complete	
Student Admin.	Regent and CIBER	Deliver final milestone	100% Complete	
Student Admin.	Regent, CIBER & Minh	Research student issues for discussion	100% Complete	
Student Admin.	Sheryl Queen	Check into Palomar College's wait list model.	100% Complete	
Student Admin.	Sheryl Queen	Draft a proposal about implementing the wait list function.	100% Complete	
Student Admin.	Sheryl Queen, Minh Lam & Anthony Powell	Run MIS reports to help finalize the production schedule	100% Complete	
Student Admin.	Victor Flint	Ambassadors will be trained and student business teams will be notified of all information.	100% Complete	
Student Admin.	VPs and Deans of Student Services	Take the concurrent enrollment form to the counseling department for review, and when it is finalized there will be training for all key users.	100% Complete	