

**Meeting Minutes**  
**16 Week Calendar Implementation**  
**February 2, 2012**

**1. Closer to the Finish Line**

It has been fifteen months since the 16 week calendar implementation began. The first meeting with administrative departments occurred on November 8, 2010. We are about eight weeks away (2 months) from the deadline of April 2, 2012 for PeopleSoft tickets to be submitted. Please try to submit your final tickets before the deadline, ideally by March 16<sup>th</sup>, so there is time to implement and test changes.

PS Ticket Deadline for all departments except for Financial Aid: **April 2<sup>nd</sup>, 2012**

PS Ticket Deadline for Financial Aid: **April 16<sup>th</sup>, 2012**

Final Go Live Date: **May 18<sup>th</sup>, 2012**

**2. Integration Testing**

We did not discuss the integration testing at this meeting, but it was presented at the previous meeting. Each department needs to go through the integration test plan by the proposed testing deadline of April 2, 2012.

The integration test plan is located on the PeopleSoft (P) drive under the "16 Weeks Calendar Project" folder:

P:\16 Weeks Calendar Project\Integration Testing

Since the testing involves multiple departments, the document will include data from all departments. Since everyone can't open the document simultaneously, a copy was temporarily created for each department, which will need to be merged.

**3. Test Student Registrations**

***All student attributes for test student registration were due to A&R by this meeting.*** DSPS will be sending attributes to A&R by the end of today (2/6/2012).

The Integration Test Plan requires each of the following departments to test student attributes: Financial Aid, EOPS, CalWorks, DSPS, Orientation & Assessment, & International Students.

*After this meeting, it is assumed that existing student registrations in TST2 are sufficient for testing by other areas.*

#### **4. Financial Aid**

Financial Aid was not represented at today's implement meeting.

The deadline of April 2, 2012 was previously established for Financial Aid in order to perform testing.

Questions:

- 1) What is the status of testing?
- 2) Is April 16<sup>th</sup>, 2012 sufficient time to perform testing and submit tickets related to PeopleSoft. A&R requires PeopleSoft to be live by May 18<sup>th</sup> so they can begin setup for registration.

#### **5. Equal Pay**

August Luuga in IITS is currently working on the revisions. HR and Payroll are waiting for the revised version of Equal Pay to perform testing.

#### **8. Winter 2013**

Will be discussed at the next meeting.

#### **9. Promise Pathways**

Although Promise Pathways should not affect the 16-Week Calendar Implementation in PeopleSoft, there will be new processes implemented to enroll and track the group of students. There is limited information available on its implementation at this time, which is of some concern to the group.

#### **10. March 2012 Meeting Agenda**

Topics to be covered at the next meeting include:

- Status of Integration Testing
- Winter 2013
- Promise Pathways
- Financial Aid Requirements for Testing

## **11. Departmental Status Updates**

### **Academic Affairs / Academic Services**

**Implementation Status:** Met with A&R and IITS in December regarding Winter 2013.

Added specific classes to the Winter 2013 in PeopleSoft TST2 for testing.

**Fall 2012 Testing Status:** **100% complete**

**Outstanding problems:** **None**

**Initial Primary Impact Date(s):** November 3, 2011 (1<sup>st</sup> Run)

### **Student Services / Admissions & Records:**

**Implementation Status:** Mark Miclat reported no major problems with testing student registrations at this point. Some tickets have been opened. Application processing is working as expected. **Testing Status:** **In progress.**

**Outstanding problems:** **None reported**

**Initial Primary Impact Date(s):** May 18<sup>th</sup>, 2012 (Student Groups, etc.)

### **IITS / Distance Learning**

**Implementation Status:** Mae represented DL, and said everything is on track.

**Fall 2012 Testing Status:** **Waiting for data**

**Outstanding problems:** **None reported**

**Initial Primary Impact Date(s):** **Unknown**

### **Student Affairs / EOPS**

**Implementation Status:** Saadia Porche will be sending student attributes for testing to A&R this afternoon.

**Fall 2012 Testing Status:** **In Progress**

**Outstanding problems:** **None reported**

**Initial Primary Impact Date(s):** **Unknown**

### **Student Affairs / DSPS**

**Implementation Status:** Mae represented DSPS, and said everything is on track.

**Fall 2012 Testing Status:** **In Progress**

**Outstanding problems:** **None reported**

**Initial Primary Impact Date(s):** **Unknown**

### **Student Affairs / Financial Aid**

**Implementation Status:** **No representation at meeting or feedback provided.**

**Fall 2012 Testing Status:** **Unknown**

**Outstanding problems:** **Unknown**

**Initial Primary Impact Date(s):** **Unknown**

## Human Resources

**Implementation Status:** HR has been working on some business process changes. August is working on updates for Equal Pay.

**Fall 2012 Testing Status:** **In Progress.**

**Outstanding problems:** **None reported**

**Initial Primary Impact Date(s):** May 2012 (initial assignments)

## IITS / PeopleSoft

**Implementation Status:** Some departments have submitted tickets, which are in progress.

**Fall 2012 Testing Status:** Both TST2 and CNV are available for testing with current bundles.

**Outstanding problems:** **None reported**

**Initial Primary Impact Date(s):** April 2, 2011 (matching system production date)

## Administrative Services / Fiscal Services

**Implementation Status:** No changes are expected.

**Fall 2012 Testing Status:** Not performing testing.

**Outstanding problems:** **None reported**

**Initial Primary Impact Date(s):** Unknown

## Administrative Services / Payroll

**Implementation Status:** Once the Equal Pay modification is ready, they will begin testing.

**Fall 2012 Testing Status:** **Waiting for Equal Pay to be adjusted by HR/IITS for further testing.**

**Outstanding problems:** **None reported**

**Initial Primary Impact Date(s):** Unknown

## Administrative Services / Student Financials:

**Implementation Status:** Existing student enrollment in PeopleSoft have been tested.

**Fall 2012 Testing Status:** **In Progress.**

**Outstanding problems:** **None reported**

**Initial Primary Impact Date(s):** Unknown

## Institutional Effectiveness / Admissions & Records / 320 Reporting

**Implementation Status:** Lillian has performed initial testing.

**Fall 2012 Testing Status:** In progress.

**Outstanding problems:** **None reported**

**Initial Primary Impact Date(s):** Sep 2012 for DW, Feb 2013 for CCCC