

Information Technology Coordination

Tuesday, June 1st, 2021

On-Line Meeting

Notes

Members Present: Terry Kleffman, Chairman, Mia Forrester, Shane Hepler, Olga Kleffman, Jarrod Madden, Ernesto Olmos, Kelly Steelman, and Ellen Patterson as Recording Secretary.

Alternate & Guests Present: Tim Hicks and Tiffany Oneal

Members Absent: Tiffani Crosley, Toni Gray, Cheryl Jones, Maria Juarez, and Cindy Lanham.

I. Action Items

- a. Review of the discussion notes from May 2021 Meeting. There were no notes from the May 2021 Meeting due to Terry and Ellen being out of the office.

II. Discussion/Information Items

- a. **Colleague Updates** – ITS is current on all Colleague updates.

b. Projects Update

- **SQL Migration**
 - i. **Testing Update**
 - ii. <https://colldevui.actx.edu/ui/home>
 - iii. <https://codevss16.actx.edu/Student>
 - iv. **Discuss testing that has been done.**
 - v. **Additional testing needed...**
 - vi. **Cut-over for production – June 17th**

III. Two weeks from this coming Thursday the conversion to SQL will be started. How is everyone feeling about the testing and where we are at currently?

- Billing, Registration, half of the screens not working that Kristen tested were not working properly.
 - ARAI information not correct
 - Olga said the balance was there when she checked.
 - Some of those were done through RGCS because Kristen cannot override it in RGN. So it was not working properly. Some of the areas may have been fixed but she has not tested them since then.
- Was not reading the DC Status for registration
- Need to try to have package installed that has all the Ellucian processes with customizations installed so it can be tested for errors.
- Adding sections for the calculated dates and such but if it has not been put in then it may not work properly.
- Custom screens for Kristen that replace colon prompt queries still need to be tested. In some cases the screens were not there

- we need to know which ones those are and see if they are ones we missed or if a process needs to be changed.
 - Kristen is still going through and testing.
- Kelly please note, Olga did not receive a list of any students that were delayed or not registered
 - All of the screens are there but the validation screen is not working.
 - Kelly wants to test the refund process, but she may have done something wrong because there are too many records for the process to go through.
 - Kelly is checking on the awards screens too.
- Ellucian delivers updates in May/June we will probably wait until after June 17th before additional updates are installed
- Payroll still has testing to do in their area before it can be finalized.
- We are still working on CE Registration on the website and information there.
- Ernesto is Self-Service working for you and your staff?
 - Joe Test is registered in English for Fall 2021.
 - Terry did take a class roster and put a few of the students to see if billing is doing their processes correctly or not.
 - ARAI – dates match and operator for that enrollment
 - Why the dates on XSTI and ARAI are not matching?
 - If the billing does not complete all the way, the ARAI date will not match the XSTI date.
 - Ernesto please register a student through Self-Service and see if it looks okay from there.
- Jarrod says everything is good, so hopefully we are set and ready.
- Will not know for sure until the migration is done on some of the processes.
- Attendees wanted to know if Blackboard be down that same day too?
- If Blackboard is trying to push a grade from Blackboard to Colleague then it will not work.
- Any application that doesn't use the Colleague environment will not know there is anything going on at this time.
- A Message will come up that says "Conversion in progress" if they try to access Colleague during the migration.
- Monday for Testing day, it will be up live and will want everyone to test to make sure everything works.
- If you are testing you need to be able to reverse that transaction out because at the end of the day that is the account you will use going forward. If it is a process that is part of what you planned to do then no reversal is needed, if the process worked correctly.
- You will find things that are not working after the migration, please let us know and we will work on the processes to make sure they work after notification to the Technology Information Center, open a ticket, instructions will be sent out for the process.
- HR had three or four different screens to look at too, AR refund process and sub routines that need to be checked.
- Should Kristin hold off on testing until the custom package has been loaded and then make sure with Terry that she discusses the screens she is questioning.
 - How to do processes, she has a list of all them.

- Co-board reports, 1st time in college and everything, most of time the way she receives the data is to contact the Co-board and then she will have to spot check the numbers, because she cannot test it.
- Daily processes first, she can check feed out report, but she has not ever calculated it herself first, always used the state reporting for that information.
- If she rebuilds the summer report, we can pull the tables to see if it is correct.
- What report should be rerun, Kristin she can run it.
- Whenever the report is run, then a flag is setup to capture that information for Jarrod's reports.
- Summer or redid Spring. If she redid Spring there should not be a lot of changes from past report. Jarrod wants to make sure it is somewhat accurate.
- Kristin can run it live and in test and what is the system and Jarrod could tell her if the reports are close to being the same or not.
- We cannot test export to external entities as most do not have a test environment
 - Student information
 - TRS
 - Dept of Education
 - Etc...
- The more we do in the next 2 weeks will make migration process easier for everyone involved.
- That weekend may be painful for ITS staff members.
- Shane appreciates all of your testing, expect things may not be listed that are only run once a month.

Every institution still finds things up to 6 months after the migration process is run.

If there are lots of problems we will prioritize the processes so it can be handled in a timely manner.

Make sure we are running the right processes first because we may not know how important each process is to every department.

Please note that no data or information will be lost, but things will be different.

IV. Process for Monday June 21st

V. Other Updates

VI. Decide Next Maintenance Dates – not a typical maintenance this month due to the migration. Next Maintenance date will be scheduled in July and will be on SQL after migration is complete.

VII. New Business Items – None

VIII. Updates and Announcements (All) – None

Next Meetings

Tuesday, July 6th, 2021, will be held online through Google Meet, 10:30am to 11:30am

Monday, August 2nd, 2021 will be held online through Google Meet, 10:30am to 11:30am