

GDB Phase 2 Advisory Committee Meeting

11/6/2007

1:30 PM

South Executive Conference Room - Teleconference

Meeting called by: Debi Jackson

Attendees: Debi Jackson, Brad Hardison, Kim Tran, Linda Faasua, Bryan Dickason, Joe Lopez, Justin Masters, Thea Pot-Van Atta, Craig Slaughter, Craig Yamamoto, Judy Hahn, Jerry Perez, Erik Lewis, Heidi Dillion, Virginia Miller, Jeff Austin, Lorie Trapani, Lois Madsen, Cherie Hood, Joan Brunk, Olivia Garcia, Leonard Gude, Eric Thorson

Please bring: Advisory Committee Charter and power point presentation

* - indicates that the attendee was not present in the meeting.

Agenda

Introduction	Debi
Review Advisory Charter, Acquire approval	Debi - all
Acquire names & emails of IT Vendors	Debi - all
Discuss requirements/pre-formatted queries	Debi - all
Open discussion / Summary	Team
Review action items	Debi

Additional Information

Special notes/possible discussion topics:

Next Meeting 20 November 2007

Review Advisory Charter, Acquire approval

Virginia Miller suggested a few changes and clarification to the Charter. During the review, we clarified that CSAC is encouraging schools to include their FAM Vendors and IT Staff on this project and that we need to test the changes with schools on the various FAM systems. Linda Faasua stated that the schools currently have FAM file formats that we should utilize as a starting point. All the members agreed. Linda will provide her format; Kim Tran will request the format from Victorville and Judy Hahn will provide the PeopleSoft version. .

IN the Objectives section we added an additional requirement for Improve WebGrants Screens functionality. To clarify that we will look at additional enhancements of screens.

Virginia was concerned about security and the ability to schedule files to run from WebGrants. She requested that the downloads be saved off to a “User Area” so they can download the files themselves after looking at them.

Virginia requested that we look at current products like ELM, COD which do not necessarily require users to work in their Web software, but instead work with data files.

Tasks: Linda Faasua will provide the FAM file formats, Kim Tran will request the format from Victorville for Banner and Judy Hahn will provide the PeopleSoft version. .
Debi will look into ELM and COD.

Acquire names & emails of IT Vendors

Debi requested all members to provide their IT Vendors and IT Staff contact information. This way all IT related issues can be addressed by the IT staff.

Tasks: All members to provide their IT Vendors and IT Staff contact information to Debi Jackson

Discuss requirements/pre-formatted queries

A member of the Committee asked if the scope of the project included implementation of Non-Term Academic Years. Bryan Dickson stated no, that issue is a separate project.

Craig Yamamoto is concerned that the scope of this project could not be accomplished in the time frame. Especially concerning the implementation of the web services and having all schools have their systems converted to utilize the web services. Members expressed the concern of not understanding the definition of web services, so Debi Jackson will send out a definition of web services and the scope of what this project will include.

Craig Yamamoto expressed the need to use the existing file layout and keep the batch process. Debi Jackson stated that the current batch process would not be eliminated but schools would not have to wait until Friday for it to process. The batch would process when they upload it to CSAC and an accept reject report would generate. Members would be happy with a 1-2 hour turn around of batches compared to the weekly process.

Lorie Trapani requested that the transfer of cash with a quicker turn around would be implemented. People Soft can not be altered easily due to the vendor being in Utah. Jeff Austin stated that if a Common Record was used everyone would benefit. Members again stated that they can not alter their record layout easily. Using a XML Common/universal layout would benefit all FAM systems.

Power Fade has a license restriction that will not allow staff to import data directly into the database. They will need a flat file in a set user area to go and retrieve.

Another issue is that People Soft will not support any State Aid Changes any modifications need to come from the Chancellor's Office.

Justin Masters stated that we need all members to provide the following:

1. Type of system they utilize
2. Data flow diagrams showing how their transfers occur
3. Identify an obstacles with upgrades

Tasks: All members to provide the following to CSAC:

- Type of system they utilize
- Data flow diagrams showing how their transfers occur
- Identify an obstacles with upgrades

A member asked if they need to have a web based system to utilize the web services. Debi Jackson stated that you need the internet to access and utilize the web services that are proposed to be completed with Phase 2. Your system does not need to be a web application. You just need a client application to pull in our web services information. None of the proposed scope requires a web-based FAM, only a school database accessible over a network, and creative FA staff and programmers to build tools to use it.

Tom Hill and Leonard Gude explained the definition of web services very clearly in the emails. Web services are essentially little remote programming modules or functions running on the CSAC servers that can be called and used by your local office Intranet. Identifying the types of web services that staff can use is the committee's goal. We want to provide applications that meets the wide diversity of technology and need presently existing at schools as well as provide a road map to the future. We understand that many schools do not have the technical support or budget to alter their systems to fully utilize web services, but these technologies are being provided and eventually schools will gain the technical ability to utilize them.

Lorie Trapani from UC Davis provide the requirements that Davis would like to be included in Phase 2:

We would like the ability to save all queries and reports, whether they be customized or written by CSAC in Excel, Word, or any other external program the user may desire. This will allow the user to manipulate the data in order to better serve their needs.

During discussions we determined that an Excel export is the most commonly used format that schools could export and use to create their own reports.

The ID (SSN or CSAC) should carry from screen to screen.

Add a clear button to each screen so you can easily clear the ID # without having to highlight it in order to enter a new ID#.

Ability to write and store as many custom reports/rosters we desire. Do not limit us to 8 custom reports.

Debi will look into why there is a limit of 8 reports.

Answer: There is no limit to the number of reports. For a new report, CSAC will need requirements to understand what staff would want on the report. This can be part of the committee's role.

Build the following queries with the ability to select specific fund type or all fund types

- Unpaid
- No need reported
- Cal B Fees & Stipend new
- Competitive awards
- Entitlement awards
- EL 2 new awards
- Awards on hold
- Students with xx percent remaining or less (i.e. 100% or less). We could fill in the percentage we want to pull.
- Adjustment reason codes
- Custom Codes

We would like to compare our database to WebGrants database and pull the following queries

- Students awarded in WebGrants but not our database
- Students awarded in our database but not WebGrants
- Award types do not match
- Quarterly/semester payments do not match

All staff agreed that these were good suggestions and we will discuss them further at the next meeting.

Here are additional requirements for queries that will be discussed in the next meeting:

- 1) Ability to complete G-42 online (5th Year of Eligibility)
- 2) Ability to do the Cal Grant flip online (change from an auto-accept B to an A)
- 3) Improve process for reporting when student has small eligibility of percentage remaining. It often is blocked from update and we have to call to make the change.

Task [Debi Jackson to send out definition of web services and scope of this project.](#)

Attached is Leonard Gude's document that defines Web Services.