ATTENDEES:

University of Michigan
Architecture – Meghan Lee
Dentistry – Lyn Yenkel
Engineering Transfer – Heidi Doyle
Graduate Engineering – Felecia Becker
Information – Laura Elgas, Veronica Vergoth
ITS – John Grikschat, Mark Nelson, Diane Pearson
Law – Sabrina Ervin
Music, Theatre & Dance – Laura Hoffman, Emily Perryman
Public Health – Daryl McDaniel
Rackham – Antoinette Hopper, Ali Salamey, Monique Washington, Shih-Wen Wu
Ross School of Business – Cindy Bylsma
Social Work – Michele Groton
Undergraduate Admissions – Clark Brigger, Kelly Cox, Bernadette List, Preet Mandair, Lynn Pruitt, Erica Sanders, Feodies Shipp, Marianne Young

CollegeNet
Patricia Summers, Vice-President
Patrick Wong, Account Manager
Susan Matteson, Software Development Manager
Justin Sawyer, Lead Developer

Agenda Notes:

Kick-off Meeting between admitting unit representatives meeting key CollegeNet representatives was held Tuesday, January 26, 2010.

Mark Nelson informed ASP which ITS business system analysts (BSA) – John Grikschat, Pat Marts, and Joe Easthope, would be working with admitting units. Handout was provided by Mark identifying the lead BSA.

CollegeNet will allow four rounds of changes to bring up an admitting unit’s web application.

Mark recommended to ASP expectations and suggestions for admitting units to interact with CollegeNet:

1. Develop relationship.
2. Get to know each other
3. Agree to a project plan with CollegeNet and project dates
4. Use CN online specifications for communication w/CollegeNet.
Current Planning by MAIS:

1. Collect enhancements to data download
2. Evaluate load, updating checklists
3. Develop transition plan for moving from Embark to CollegeNet
4. Compare with other PeopleSoft schools using CollegeNet how they manage/implement web application

Shih-Wen Wu asked requested ITS to provide updated web app data fields layout. ITS will provide information to ASP.

Laura Hoffman asked if admitting units need to understand what is involved in web app data loads and checklist data mapping? ITS says “No.”

OUA has received unofficial notice to begin working with Common App.

Engineering Transfer questioned whether their unit is using Common App or CollegeNet. Mark recommended speaking with Engineering Department management.

ITS informed ASP that Prospect Sites in Embark will be disabled August, 2010.

Patrick (Pat) Wong of CollegeNet presented Six Stage Process to facilitate web app implementation for U-M:

- Phase I – Getting Started
- Phase II – Communication/Specifications. Users will be requested formal sign-off. Majority of time spent in project planning.
- Phase III – Build forms. Four rounds to allow for changes. There will be a review of the phase/cycle to ensure on-time delivery.
- Phase IV – Data Retrieval which involves testing from start to finish and using Admin tool. NOTE: Phase IV can be simultaneously executed with Phase V.
- Phase V – Training users via Webex to use Admin tool (e.g. Search, setup accounts and access).
- Phase VI – Go Live late April.

NOTE: CollegeNet can provide ‘Best Practices’ within six phases.

Question to CollegeNet – Is Address data cleansing available? Yes, with a charge.

CollegeNet explained what is involved in the scheduled individual admitting units meeting with CollegeNet:

1. Establish main contact(s).
2. Understand business processes
3. Review existing material
4. Preview CollegeNet options and features.  
   NOTE: Application can be interview style versus entering data into a form.
5. Explore ‘Wish List’.


ASP requested CollegeNet to provide:
   1. URL’s of CollegeNet web applications
   2. Inquiry forms for undergraduate and graduate
   3. ADA Compliance (Must have). CollegeNet is ADA-compliant.
   4. How to handle external org searches