ASP Minutes
January 10, 2006
Hosted by Taubman College of Architecture + Urban Planning

Present: Antoinette Hopper (Rackham), Jean Wong (Law), John Grikschat (MAIS),
Mark Nelson (MAIS), Shih-Wen Wu (Rackham), Kendall West (Public Health), Amy
Thomas (Business), Larry Hoezee (OUA), Dria Howlett (OUA), Laura Strozeski (Music),
Frenchie Burroughs (Engineering), Jim Achtenberg (OUA), Sandra Rod (Social Work),
Diane Pearson (MAIS), Cheryl Szpaichler (Education), Meghan Lee (Architecture)

I. Approval of the minutes
from the previous meeting with the addition of Kendall West and Jean Wong in
attendance.

II. Items to add to the agenda
MAIS will let us know if a folder will be added in Business Objects in ADM APPL
for Geoloc and Residency. It will be assumed that the user will want to pull data
for the current application term.

III. 3C Triggers
This functionality will assign communications, checklist items, and comments
from a trigger (event). See handout “3C Trigger Process” from MAIS. MAIS will
write a query and create an event. It will be tested. Once implemented, the
process will be run nightly. Offices will be able to run reports off of a checklist.

Example: A process would be run nightly that assigned a file folder label
communication every time a new application was created for an office. The staff
could then run the communication the next day and print the labels for the new
applications.

Duplicate checking would be a part of the process. The process would be
flexible to meet admitting office needs. If a program/action combination is
entered, the 3C trigger could generate certain communications. Offices will need
to think about their processes and how to best leverage 3C triggers to streamline
admissions. MAIS will create a form for offices to complete.

IV. System Updates
Geoloc is now automatic. Data entry is no longer required. The system looks for
an active permanent address and populates geoloc. If no permanent address is
in the system and an applicant is admitted, the system will automatically copy the
current address to the permanent address and update geoloc. The registrar
reports geoloc on matriculated students as part of 3rd week counts.

V. Batch Action Reason
A spreadsheet is used to update decisions. The process will be re-written.
VI. Early Uniqname
The process is live. The system looks for matriculated students and emails them. If the student doesn’t create a uniqname a reminder email is sent. If the uniqname is still not created, a final letter is sent. If the student has a uniqname, an email is sent about the password process. MAIS is assuming that 10% of MATR’d students will not create their uniqname and a letter will need to be sent. Currently, the statistic is 5%. The process runs at night and emails MATR’d students to their current email address. It is important for admitting offices to maintain good email addresses. ITCS is currently monitoring returned emails. Currently, 105 uniqnames have been created and there have been eight errors.

VII. Business Object User Groups
AIMS is a business intelligence group. Not every college is represented.

VIII. Product Strategy
Improving Business Objects reports is a priority. MAIS and OUA have sophisticated reports and ASP would like to benefit from their expertise. Offices should not be constrained with the data warehouse as it is, today, but think of ways that it can be improved.

The corporate Business Objects reports need to be reviewed. The gaps need to be identified. SAO1 has 70 documents. A deadline for the project to be completed would be June of 2006. Ten to fifteen reports would be reviewed every ASP meeting. A Business Objects expert should be invited to a meeting for tips and tricks. The naming convention of reports should be reviewed. The office that is hosting ASP should bring their top five to ten most-used Business Objects reports.

IX. Issues with Financial Aid Data Set
An award is not captured in reports if the award is not accepted. There is no way of capturing the data except in a shadow system.

X. CRM Update
The provost is afraid offices will not use the system to its full potential. Information is being gathered from offices.

Next meeting: OUA on January 24th.