

**Data Owners Group**

Tuesday, November 28, 2017
9:00 – 10:00
Boardroom/WebEx

**Agenda**

**Purpose:**Discuss Datatel and data related concerns with all stakeholders across the District

**Outcomes:**Awareness of: (1) SQL Go-Live dates and (2) SQL Testing Environment.

Agreement on Spring 2018 Drop for Non-payment process

**Preparation Required:**Review current Drop for Non-payment process/steps.

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| Opening | Review purpose & outcomesAgenda  | 9:00am-9:05am |
| SQL Go-Live  | Confirm Go Live Dates: 3/9-3/12**Notes:** Ensure that these dates are communicated back to your departments. Datatel will be unavailable during the migration! A mock migration will occur at the end of January for IT to ensure that they are prepared for the migration.  | 9:05am-9:10am |
| SQL Testing | Discuss testing environment for SQL**Notes:** Contact Tom Cossey to schedule a time to test. Consider testing X/custom processes and regular Datatel delivered processes. Provide a list of processes to Tom prior to arriving to the testing lab. Testing needs to occur sooner rather than later to ensure correct functioning. Consider coordinating testing with other departments where your processes connect to ensure appropriate timing. | 9:10am-9:30am |
| Drop for Non-payment | Review updated Drop for Non-payment process**Notes:** Drop for Non-payment is occurring on 12/13/17. Be sure to tell your departments that Datatel will be down on 12/13 until around noon. A banner is up on the website, a message had been posted to FB about the process and along with messages about NelNet payment plans. The BO and A&R are actively reaching out to students to encourage them to make payment arrangements prior to the Drop for non-payment date. Payment plans are set up thru WebAdvisor. Send any feedback regarding payment plans options to Ericka Barber. | 9:30am-9:55am |
| Future Agenda Items | Discussion on agenda items for future meetings**Notes:** Kyle McCans from IT is leaving CR. His last day is 12.8.17. There will need to be changes regarding all of the processes he currently handles including MIS.MMAP information- Pulling placement data directly from CCCApply application into Datatel to use as placements.Preferred name process in Canvas. | 9:55am-10:00am |
| Closing | Confirm understanding & agreement on outcomesEvaluate meeting | 9:55am-10:00am |

In attendance: Hays, James; Cossey, Tom ; Chown, Paul; Seher, Kristy; Schmitcke, Tiffany; Connor, Rianne; Mendenhall, Hart; Duffy, Anna; Barber, Ericka; Jose Serrano; Bareilles Heidi, Hill, Angelina; Cockrum, Shereen; Hall, Sheila; Vaughan, Tina; Hash, Joe; Krueger, Cheryl ; Barbero, Natalie

By phone: NA