

## **Campus Systems Users Group (CSUG) – October 8, 2013 Meeting Notes**

**Members Present:** Yjenny Babock, Christina Baltazar, Constance Chambers, Yuki DeSoto, Adria Edwards, Kathy Elkins, Stephanie Flores, Michael Galant, Toni Haley, Katrina Hermoso, Akira Kanatsu, Michael Kelley, Delores Lee, Ed Liao, Gary Lo, Danny Lujan, Asha Mohammed, Greg McCalmon, Meghan McGarry, Juan Mejia, Terry Molano, Timothy Mozia, Yvette Nava, Cecilia Patz, Gentry Robertson, Helen Remigio, Ormond Rucker, Martin Simpson, Lisa Stallworth, Michelle Taylor, Brian Thiele, Rakesha Thomas, George Toy and Carolyn Veek

The meeting was chaired by Bill Chang, Director, Enterprise Applications/CMS Administrative Information Systems, and Brandy McLelland, Director of Student Information Services and Registrar

### **Re-structure of CSUG**

- New Charter
- Technical Focus
- Agenda Items
- Technical project, timeline, and testing updates
- Testing/validation signoffs
- CSUG Membership Review

### **CSUG Charge**

- CSUG will advise, inform, and discuss issues and information related to the technical status, planning, resolution, and project management in support of campus business and the Enterprise Resource Planning Committee of system-wide and campus based software systems.
- Agenda will be built on as “as needed” technical items
- Agenda items can be submitted 1 week prior to the meeting

### **Membership Review**

- Who in your area (or another area) that has a technical role should be included in CSUG?

### **Technology Strategy, Roadmap, Timelines**

- CSUG discussions will be escalated to ERP
- Organize different committees to help address the needs of the campus
- The Chancellor’s Office provides the timelines

### **PS Environments**

- Between the DVL and TST, maintenance packs will be refreshed as needed

### **Technology Project Updates**

- Absence Management (online absence reporting and approval) scheduled for February 2014

- CFS 9.2 Upgrade data cleanup starts now, testing begins October 2013, user acceptance testing begins February 2014 and scheduled to go-live April 2014

### **Modification Request Process**

- Create a process to monitor, review, track and prioritize

### **Questions**

- How do we get people on the CSUG list that do attend to come?
- Can old and new items be added to the agenda?
- Can the agenda be emailed 1 week prior with detailed summary of items to be discussed?

### **CEE – Timothy Mozia**

- Registration for Winter session 2014 begins on October 28<sup>th</sup>
- Session 1 is December 18<sup>th</sup> to January 17<sup>th</sup>
- Session 2 is January 2<sup>nd</sup> to January 17<sup>th</sup>

### **Student Records – Brandy McLelland**

- Registration for Spring 2014 begins on November 4<sup>th</sup>

**Next meeting: Tuesday, November 12, 2013 at 10:30am in the LSU**