

Timeline for EDI and ATLAS Implementation

After extensive consultation with Registrar Nancy France and Bill Kernan, Director of Computing Services, the following timeline has been developed.

In order to implement EDI and ATLAS the following activities must be completed

Loading of degree requirements for additional course catalog years starting with 2001-02
Update of articulation of courses between WOU and community colleges and other OUS campuses

Resolution of some key CAPP decision rules and functionality matters

Implementation of EDI

Implementation of ATLAS

On-going maintenance includes loading of new course catalogs annually and updating of new course articulations as they occur.

Specific Tasks:

Loading Course Catalogs into CAPP

Use of temporary staff to build additional catalog years and Faye Whitenack, Banner Systems Auditor, to build degree tables into banner and resolve functional issues.

1. To date: 2003-04 and 2004-05 are 90% complete (only programs not leading to degrees, such as pre-professional programs have not been built.)

By March 31

Complete 2005-06 up to 90% level

Begin work on 2001-02 catalog

Project end date April 28

Key staff:

Faye Whitenack, Banner auditor

Temporary staff in Registrars Office

Brian Wendler, Computing Services

Joshua Lind, new Assistant Registrar (starts March 31)

Articulation of courses between OUS and partner colleges and universities

To date: All input of courses into articulation tables is complete to the extent that specific course to course articulation has been completed.

Working with Business, Criminal Justice, and Psychology currently.

Expected completion with all departments end of summer 2006

Key staff:

Temporary staff in Registrars Office

Faculty in departments

Joshua Lind, Registrars Office

Resolution of CAPP decision rule and functionality matters

End of April with the arrival of new Assistant Registrar

Key staff:

Joshua Lind, Registrars Office

Faye Whiteneck, Banner Auditor

Brian Wendler, Computing Services

Implementation of EDI

Limited work to date completed.

2-3 months once consultant is hired.

Expected completion June 2006

Key staff:

Joshua Lind, Registrars Office

Summer Runyan, Computing Services

Cheryl Korbe, EDI consultant

Implementation of ATLAS

CAPP must be completed first.

ATLAS will be operational during 2006-07 academic year (note: OUS deadline is Fall 2007). OSU IT on behalf of OUS will need to complete installation work as well.

Since this will be the area you are likely to spend the bulk of your allocation, more detail is needed in this section to include the following kinds of information:

2. CAS administrator selection
 - a. Josh Lind and Bill Kernan, Director of university computing services will serve as the CAS administration team. Mr. Lind provides bi-weekly status reports on CAS to the WOU Academic Affairs Council meetings. He is the only staff member invited to attend this senior level meeting,
3. CAS training- who and when- we're working on the "how"
 - a. CAS training will occur in a multi-level manner. As CAS information is obtained from faculty members in academic departments initial training and the identification of a faculty leader is completed. The leader will serve as a faculty coordinator for each department. Once CAS/ATLAS is fully operational more comprehensive training of faculty advisors will occur. Staff who serve in advising functions and the admission staff will also receive training on the software.
4. CAS configuration timeline for development, testing, and production
 - a. It is planned that all the articulation of courses and the degree pathways will be completed by June 2007. Testing of completed degree pathways will be conducted after the initial three

departments have completed their work. Production is planned for July 2007.

5. Timeline and plan for bringing up your “send” functions.
 - a. EDI is expected to be operational June 1, 2006.
6. Determination of which “receive” functions you will use, and which you will postpone or omit
7. We do not plan to omit any of the receiving functions.
8. Implementation schedule for bringing up programs
 - a. Which priority programs and feeder schools will go up first for testing?
 - i. The programs with the highest transfer rates (business, psychology, and education) will go up first. We will then add new programs in order of transfer and degree rates.
 - ii. Chemeketa will be our first partner followed in order by Portland, Clackamas, and Linn-Benton.
 - b. Which will come next, on what sort of timeline?
 - i. We plan to have the web presence available by June 2007, as well as the CAPP completion and the pathways to at least Chemeketa, PCC and Clackamas.
 - c. Which will be left out of this biennium?
 - i. Pathways from the other community colleges and all OUS campuses will have to be completed in the next biennium.
9. Plan for web presence, including development of web statements explaining available features and limitations
 - a. We will look to use the web statements of PSU and other CAS schools to design our pages. We plan to have this completed by June 30, 2007.
10. Promotion plans
 - a. WOU admissions promotional material for 2008 will include references to ATLAS. Our web pages (admissions, registrar and provost) will all have links to ATLAS. We will inform transfer students of ATLAS by mail once it is operational and we will work with the advising offices of our community college partners to ensure that they know how to use it.
 - b. Current students will be notified by email once CAPP is operational.

The only additional info we need is approximations of costs attached to the activities. We aren't likely to hold you to an absolute literal interpretation of your estimates, but want to make sure you've considered how far (or not so far) the dollars will go.

Budget:

CAPP completion—Josh Lind (12 months at .70 FTE) = OPE = \$40,000

Training of faculty and staff (materials, refreshment and staff coverage) \$12,800

Key staff
Joshua Lind, Registrars Office
Faculty Chairs and Deans
Brain Wendler, Computing Services

OFAX

OFAX implementation will commence after EDI installation is completed
It is expected to take 6 weeks to fully implement EDI once installation has commenced.

Expected completion mid to end of July, 2006

Key staff
Donna Fossum, Financial Aid
Summer Runyan, Computing Services

Note: Funding will be required to purchase EDI software, hire temporary staff in Registrars Office and pay for articulation of courses and other CAPP related expenses such as training. OFAX will not be an expense item.