

EITS Monthly Status Report
Administrative Information Systems
March 2004

I. Introduction: Note from the Director

During March, representatives from Software AG and Stellant Corporation came to campus to demonstrate their imaging strategies. Several units who viewed the demo held at the Continuing Education Center are now evaluating what they viewed against their requirements. Follow up meetings will be scheduled soon.

Credit Card process review is under way with a likely new credit card application process anticipated. The Bursar's Office is leading this investigation, with consultation from the Office of Security. Focus is around items of content security and UGA diligence around the processing process.

Legal Affairs has communicated a minimum Electronic Signature definition, so planning can renew around electronic workflow and document management in Housing and in Human Resources. This issue will likely integrate with the identity management strategies currently under review.

Employee Leave is now complete and is available to staff and faculty through the UGA portal.

EntireX Projects in process or under evaluation include:

Employee Leave	Complete
Housing E-Contract	Scheduled for planning soon
Electronic Personnel Report DFS/AIS in the next few weeks (URL to be off the Accounting Web page)	Work continues with testing to begin
Vehicle Registration phase	In progress with access screens in a test
Undergraduate Admissions Orientation	Specification Review
Browse Schedule of Classes	Not started
Ad-Astra Schedule Integration	Not started
Phase II Grade Roll	Expecting a prototype for Spring grades
Transfer Registration Eligibility	NEW
Info to Graduate School web page	

Organization Changes: MVS Group has moved to Operations

Please review the team leaders' reports below. They've been busy supporting our UGA partners:

II. Financial Systems

A. Budget Division

1. *Budget Development*

Notable Projects and Initiatives (not on Tactical Plan):

- To accommodate the Departmental Financial Systems' Budget Development web-based project, the amended budget as of the end of February was transferred from the Budget Amendment system into the Budget Development system.
- Initial analysis of a new project to convert the Budget Development System from an IMS/ADF system into a DB2/Natural system was begun. The decision was made to change from a batch/document-oriented update to a direct update with provision for maintaining a history of modifications. Work has started on defining the new DB2 tables needed to replace the IMS databases.
- The program that creates transactions to be posted to the Budget Development batch database was modified to output each supplement type separately.

B. Accounting Services

1. *Property Control*

Notable Projects and Initiatives (not on Tactical Plan):

- Significant time was devoted in gathering analytical data to determine what batch and online procedures in the system would be affected in the event that Equipment Inventory was converted from an IMS to a Natural online application.
- Printer problems affecting desktop reporting were investigated and corrected.
- At the request of Property Control, additional fields were added to a view of surplus items for Budget Division support personnel.
- Due to a current Software AG upgrade in the test environment, existing Natural Plans were regenerated.

2. *Financial Accounting*

Notable Projects and Initiatives (not on Tactical Plan):

- At the request of Financial Accounting, the procedure for creating beginning balances for the GAAP and Capital ledgers was modified to include all object codes for a restricted revenue account.
- The program that produces the monthly Letter of Credit reports was modified to include a new letter of credit and agency code.

3. *Time and Effort*

Notable Projects and Initiatives (not on Tactical Plan):

- A project to web-enable the entry of Personnel Activity Reports (PAR) by employees through the MyUGA portal was started. An indicator was added to the distribution table to specify which distribution groups are processing PAR's electronically. Work started on web pages for listing all PAR's and outstanding PAR's as well as the actual entry webpage. Work also started on web pages for users designated as 'super users' for a department to list and maintain their employees' PAR's. The program that currently produces a report of outstanding PAR's is being modified to produce email notifications of outstanding PAR's.

C. Bursar's Office

1. *Accounts Receivable*

Notable Projects and Initiatives (not on Tactical Plan):

- Due to a current Software AG upgrade in the test environment, existing Natural Plans were regenerated.

D. Payroll, Payables and Expenditures

1. *Accounts Payable*

Tactical Plan Projects:

- Expansion of Invoice Number - Behind schedule for targeted completion date (06/30/2004) because of lack of resources.

Other Notable Projects and Initiatives (not on Tactical Plan):

- Special reports similar to a check register were produced for specified checks from fiscal years 1999 and 2000.
- The check writing program was modified to allow reimbursements to employees to be included in the direct deposit processing.

2. *Payroll*

Tactical Plan Projects:

- Executive Supplemental Defined Contribution Retirement Plan - Targeted completion date (06/30/2004). This project is delayed because the Board of Regents has not furnished the necessary information for the project.

The following milestones have been reached between 03/01/04 and 03/31/04:

- The new plan continues to be maintained for one employee, but information is still needed from the Board of Regents before the project can be completed.

Other Notable Projects and Initiatives (not on Tactical Plan):

- The procedures used to interface with Parking Services were modified to accommodate their new system.
- The employee bond screen in the Payroll/Personnel online system was changed to remove the requirement of the co-owner or beneficiary social security number.
- The program that calculates paychecks was modified to enforce an IRS limit on annual contributions to ORP for employees hired before January 1, 1996.
- The Payroll calendar entries for fiscal year 2005 were created.

3. Teachers Retirement

Notable Projects and Initiatives (not on Tactical Plan):

- Analysis and programming has begun to generate TRS and ORP data for the new Pension Administration Services Solution (PASS) system. The transmission of data to the Teachers Retirement System of Georgia, in the new format, must be in place for the September 2004 payroll.

E. Administrative Services

1. Central Duplicating

Notable Projects and Initiatives (not on Tactical Plan):

- Due to a current Software AG upgrade in the test environment, existing Natural Plans were regenerated.

2. Central Office Supplies

Notable Projects and Initiatives (not on Tactical Plan):

- Preparation for year-end processing involved reviewing job flows and monitoring annual calendar update processes.
- Year-end procedures to close out fiscal year 2004 were completed, however, a problem related to job flow in year-end execution was investigated and corrected.
- File transfer problems affecting several production jobs were fixed after power was restored in the client area.
- Due to a current Software AG upgrade in the test environment, existing Natural Plans were regenerated.

3. *Central Receiving*

Notable Projects and Initiatives (not on Tactical Plan):

- Due to a current Software AG upgrade in the test environment, existing Natural Plans were regenerated.

4. *Procurement*

Notable Projects and Initiatives (not on Tactical Plan):

- A problem with Procurement Vendor data was investigated and quickly corrected.
- After adding printer information manually for a campus client, a request was created to fix the problem and completely automate this procedure.
- Support personnel attended the Training and Development course, "Purchasing at UGA: Managing the Red Tape".
- Due to a current Software AG upgrade in the test environment, existing Natural Plans were regenerated.

5. *Campus Entry*

Notable Projects and Initiatives (not on Tactical Plan):

- A problem preventing the generation of FY2005 purchase requests was investigated and corrected.
- Significant time was devoted to an inquiry regarding approving a purchase request after an account closed. Among other things, our research indicates that object code begin and end dates, system override methods and purchase request dates all play an important part in the approval process.
- Support personnel attended the Training and Development course, "IMS for the UGA Purchasing/Campus Entry System" and "Expenditure Control".
- Due to a current Software AG upgrade in the test environment, existing Natural Plans were regenerated.

F. Human Resources Division: Employee Benefits

1. *Benefits*

Tactical Plan Projects:

- E-Enroll Benefits on Hold - Project (3.3.2.5) has been reprioritized by Human Resources and is not currently a top priority. Although, as time permits, analysis and programming will continue.

The following milestones have been reached between 3/1/2004 and 3/31/2004:

- Analysis and Programming
- The project to eliminate Q-Care Double Entry - Project (3.3.2.6) continues. The objective of this tactical plan project is to automate the entering of data into the BC/BS of Georgia system by capturing appropriate updated data from the UGA Personnel and Benefit Associates systems and sending this information to BC/BS of Georgia electronically and automatically.

The following milestones have been reached between 3/1/2004 and 3/31/2004:

- Analysis and programming

Other Notable Projects and Initiatives (not on Tactical Plan):

- Programs were developed and placed into production to provide electronic data remittance for ING annuity type NO (403b).

G. Employee Benefits: Employment, Compensation and Records

1. *Personnel*

Notable Projects and Initiatives (not on Tactical Plan):

- The creation of a Human Resources self-service employee web page that will access Human Resource DB2 tables continues.
- At the request of the Accounting department, several Job Class-related DB2 tables and views were modified to include Job Family Code and Indirect Cost Code columns.
- At the request of Employee Benefits, two new medflex and dependent care label jobs were created. Modifications to existing medflex and dependent care jobs were also completed.
- Several meetings have been held to discuss how data from the FIRST system, Faculty Database and Human Resource systems will be used to populate fields for the USG123 HR Data Warehouse project. A great deal of time has been expended in determining the requirements for this project. Analysis will continue over the next few months to establish the best method for processing and storing the combined data.

H. Employee Benefits: Training and Development

1. *Training and Development*

Notable Projects and Initiatives (not on Tactical Plan):

- The program that generates the class confirmation report was modified to include registrant number, registrant phone number, and class status for those registrants without an email address.

I. Physical Plant Division

1. *Physical Plant Cost Accounting*

Notable Projects and Initiatives (not on Tactical Plan):

- The program that produces the Cost Center Report was modified to accommodate a new object code for Support Services.

2. *Warehouse Inventory*

Notable Projects and Initiatives (not on Tactical Plan):

- Year-end procedures to close out fiscal year 2004 were completed. Fiscal year updates on the system's calendar files were posted.
- Year-end report changes include the following: 1) a description field was added to the "Frozen Stock Calculated Details" report and, 2) a new "Surplus Stock Calculated Details" report was created and, 3) the "Stock Status Surplus" report was re-run after online updates and, 4) a new fiscal year report was added to the daily "Backorder Report" and 5) a new report was generated that excludes deletions and surplus items in the "Stock Status" program, and 6) a new report, "Deleted, Frozen and Surplus Stock Items Report" was added to a year-end program and, 7) a new version of the "Yearly Physical Inventory Summary" was generated that list data by each month in the fiscal year and, 8) a new "Annual Petty Cash Activity Report" was generated for next fiscal year procedures.
- After manually creating fiscal year calendar entries, a request has been created to automate the procedures.
- Due to a current Software AG upgrade in the test environment, existing Natural Plans were regenerated.

3. *Vehicle Management*

Notable Projects and Initiatives (not on Tactical Plan):

- The FIS support team has met with the client to discuss and review their current means of reserving vehicles and the requirements for a web application system. Several parameters were generated to create a test environment that allows recognition of program definitions to the EntireX Broker. Programming and analysis for the Vehicle Reservation System (VRS), in collaboration with Bill Fox in the Vehicle Maintenance department has begun. This system allows a MyID logon and should be one of the EITS web applications on the portal. Re-engineered design requires changes to the main support

DB2 tables. We have modified the reservation availability, reservation and rental tables. Additional files for rental charges and charge reason descriptions will soon be ready for population in the test environment.

- The month of March was designated as a "big push" month to really get this project going and a good amount of progress is already completed. Four Natural subprograms and four web servlets perform the following: MyID login, vehicle availability verification, reservation data entry with returned confirmation, updates and DB2 row creation, initial start up actions, department (number-description) pull down menu (that can be used by other web-apps) and vehicle (type-description) display for vehicle availability selection. Next month, the support team will work to perfect current programs, start on the return vehicle component and possibly demo the application for the in-house EntireX committee.
- Several new fields related to support the web application were generated and initialized in the Vehicle Master Maintenance DB2 table.
- A problem with buffer overflow in the program that produces the Vehicle Master reports was investigated and corrected.
- As requested by Vehicle Maintenance, transaction records greater than 200 have been purged to properly view vehicle service records. A programmatic solution is in the works to automatically fix this problem.
- Due to a current Software AG upgrade in the test environment, existing Natural Plans were regenerated.

K. President

1. *Applicant Clearing House*

Notable Projects and Initiatives (not on Tactical Plan):

- At the request of Applicant Clearing House, report conversion procedures to Adobe Acrobat PDF files have begun. Some changes are on hold pending FTP server synchronization between schools in the University Network system.
- Due to a current Software AG upgrade in the test environment, existing Natural Plans were regenerated.

L. VP for Research

1. *Central Research Stores*

Notable Projects and Initiatives (not on Tactical Plan):

- Due to a current Software AG upgrade in the test environment, existing Natural Plans were regenerated.

M. Senior VP for External Affairs

1. *Trust Fund Accounting*

Notable Projects and Initiatives (not on Tactical Plan):

- Analysis of the Spending Budget and Carryforward policy in regards to Endowed Funds continues. New calculations are being developed and tested with the objective of giving funds a single meaningful number for spending that will reflect actual investment return.

N. Enterprise Information Technology Services: Client Services

1. *Telephone System*

Notable Projects and Initiatives (not on Tactical Plan):

- Support personnel attended the Training and Development course, "Telephone Services at UGA".
- Due to a current Software AG upgrade in the test environment, existing Natural Plans were regenerated.
- A modification is in progress to the class of service and class of restriction codes and descriptions. An associated change was mad to the Extension Screen ("EX").
- Additional revisions are in progress to combine an additional report to the report described in the February report.

O. Internal Systems and Miscellaneous

1. *AIS Request Log*

Notable Projects and Initiatives (not on Tactical Plan):

- Due to a current Software AG upgrade in the test environment, existing Natural Plans were regenerated.

III. Student Systems

A. Admissions

1. *Undergraduate Admissions*

Notable Projects and Initiatives (not on Tactical Plan):

- Much of the effort for the month focused on identifying, tagging, updating, and producing correspondence for the regular action, freshman applicants for fall and summer 2004.
- Adjustments were made to the honors criteria for freshman applicants, and a one-time only program was written to identify students eligible

for first consideration. This was done earlier than normal to accommodate the work schedule of honors office personnel.

- A project was started to streamline the processing of the main admissions ADF screens. Several of them are near the maximum limits allowed--which is limiting our ability to make changes when required.
- A problem was discovered with zeroes and nines in the zip code extension field of mailing addresses. Postal equipment rejects this type of mail and sorts it into a manual work queue. Preliminary investigations have begun on how to best address this issue.
- A decision was made to delay the delivery of the proposed new student orientation reservation system that was slated for mid-April. Work on this project is tentatively scheduled to resume heavily in September 2004--now targeted for Spring 2005 orientation.

2. *Student Scores/Advanced Placement*

Notable Projects and Initiatives (not on Tactical Plan):

- Much time was spent completing the modification of programs that produce the weekly test score letters. The 14 letters pertaining to Developmental Studies placement or Learning Support (UNIV) placement in the areas of English, Math, and Reading Comprehension have been put into production.

3. *Career Center*

Notable Projects and Initiatives (not on Tactical Plan):

- August and December graduates were added to the Graduate Survey database.
- The Aggregate database was updated with 2002 and 2003 responders.
- The statistical web pages were generated with the 2001, 2002 and 2003 data included.

B. Housing

1. Student Housing

Tactical Plan Projects:

- East Campus Village (ECV) Sign-Up - The final phase (sub-phase 2) was completed on schedule for the targeted completion date (03/16/2004)

The following milestones were reached between 03/01/04 and 03/31/04:

- Programming and testing for sub-phase 2 was completed, and the live run went well. Students who signed up for bed spaces for a specific unit type during sub-phase 1 were allowed to select actual

rooms during sub-phase 2. With room selection in place for ECV, batch contracts were modified to show hall and room assignment vs. unit type, and to calculate actual room rates for 3 and 4 bed units vs. unit ranges. Last minute changes were made to limit make-up and off-campus sign-up periods to ECV only.

Other Notable Projects and Initiatives (not on Tactical Plan):

- The batch process for canceling returners for non-payment was modified to check student account for receipt of prepayment, and to post a negative prepayment to student account for students being canceled. Cancellation is now based on non-receipt of signed contract on contract table and non-receipt of prepayment on student account. Queries were setup to report students with signed contract but not paid prepayment, and vice versa.
- Address files were generated for sign-up gift processing. Actual sign-ups were sorted by priority ranking (terms on-campus, UGA hours, UGA GPA).
- Statistics were provided to assist assessment needs for the upcoming live-on requirement. New first-year students for Fall 2003 were reported by gender for on and off-campus with summaries by county of residence for the 6 counties of exemption.

2. International Services

Notable Projects and Initiatives (not on Tactical Plan):

- A third term was added to the processing of the daily download file. This gives the requester the option of checking for from one to three terms.

C. Registrar

1. Audit Trail Reporting

Notable Projects and Initiatives (not on Tactical Plan):

- Several audit trail reports were researched by the Office of the Registrar to determine whether the printed format was no longer needed. These reports are now being sent in PDF format.
- A new report is in the final stages of testing that will aid in checking Course Inventory changes that are reported from the Audit Trail Database.

2. Course Offerings System

Notable Projects and Initiatives (not on Tactical Plan):

- Gwinnett University Center began using their new room scheduling software, Syllabus Plus, in February. AIS provided the load file of

Course Offerings data to Syllabus Plus. After Syllabus scheduled all the buildings/rooms for each course, UGA's Registrar Office then assisted in making the building/room updates to the Course Offering system. Several unforeseen problems arose for GUC during the process. Some GUC courses were on CO as INSV or otherwise incorrectly identified and were missed in the initial scheduling of the courses. Bob Boehmer was instrumental as a liaison between GUC and the UGA departments effected. While some problems are still being worked out, most have been addressed. GUC has provided a sample "update" file which AIS will utilize to create a batch "update" job for use during the next room scheduling effort. The FTP process between UGA and GUC requires SFTP to be available on UGA's mainframe, and this is anticipated to be in place by late summer at UGA. An upgrade of UGA's operating system will add this enhancement. Currently the "load" file is being sent via email attachment and the "upload" file via the same.

- Variable Course Title changes are complete in Course Offerings. This is a 19 char title that can be utilized by Special Topics and Directed Studies courses to reflect the subject of instruction in OASIS and on transcripts. Changes made in Course Offerings include the CU screen which will collect and store the title, BS and it's I(nformation) option, PR printed Schedule of Classes, CR Class Roll and the batch Schedule of Classes jobs.
- Reports RFCO17A/B/C reporting Restricted Section Summaries were modified to include a column for LCOM (Learning Community) counts.
- A problem occurring on Course Offerings when the user PF3's out of the system, a Natural Error would occur indicating the FCNQUIT program couldn't be accessed. The error began to occur after the most recent Natural upgrade. The upgrade had corrected a situation where we had previously had to pass the course id into *COM (communication variables) in order to exit gracefully. We modified the program accordingly.
- Conversions of reports to attaching them as PDF files is complete on: DFCN010B, DFCN02A, DFCO43B, RFCN015A/B/C/D and RFCNCHKA.

3. *Graduation*

Notable Projects and Initiatives (not on Tactical Plan):

- Changes were made to reflect Maureen Grasso as the Dean of the new Biomedical and Health Sciences Institute. Along with the new institute a new degree was added, Master of Public Health (MPH).

4. *Registration*

Notable Projects and Initiatives (not on Tactical Plan):

- Prerequisite checking changes:
When checking prerequisites, the registration logic which calls DARS loads all courses on Course History (CH) prior to and including last term posted. Then it loads all courses on RI (CR segments) for any term after last term enrolled (LCHCLTA) with a W, WF, V, or blank grade. If any other grade has been assigned, the course will be on Course History and the RI course will not be used. If a RI course for the same term as the course being checked has a blank grade (most will be blank), it assigns a grade of "Z".
Problem - when calling the DARS prerequisite requirements, the registration system assigns the "Z" grade to prevent students from registering for the prerequisite course in the same term. With the increase in enrollment in the summer semester, a problem has developed with students not being able to pass the prerequisite edits when the required course will be completed prior to the beginning of the next session.
Solution - when passing the RI courses to DARS, the "Z" grade is no longer assigned to courses in sessions that are prior to the course being checked.
- Many programs were modified to use the newest version of Construct.
- Student name was added to the Registration DB2 tables.
- An effective date was added to the fees table in system controller. The purpose of this is that fees can be loaded without being assessed before the effective date.

5. Student Records

Tactical Plan Projects:

- Allow Graduation System to clear four majors independently. - On schedule for targeted completion date (08/09/2004).

The following milestones have been reached between 3/1/04 and 3/31/04:

- Screen re-writes from ADF to Natural incorporating the Graduation Database changes are continuing. The programming for the Graduation Application screen is in the third phase of programming, and analysis for the OASIS Degree Program screen is complete. Programming will begin next month.

Other Notable Projects and Initiatives (not on Tactical Plan):

- Some minor enhancements were made for the EntireX Graduation Roster Web project. The enhancement to change the Graduation Roster database to include a degree checker code to allow multiple

Arts & Science degree checkers to work on the same degree at the same time has been postponed due to Registrar priorities.

- Enhancements are being made for the EntireX Grade Roll Web project. A new pass/fail message is being added as well as adding course title, including extended title. Programming to import grades from an Excel worksheet is complete and has been tested successfully. Training of selected schools for Spring 2004 will begin this next month.
- Programming has begun for changes needed for the new Learning Communities.
- Analysis has begun for adding Hope calculations on the OASIS GPA Calculator Screen.
- On-going maintenance was done in the Student Records, Degree Audit, Grade Processing, Course History, Graduation Systems, and OASIS Student Records System.

6. Transcript and Certification Request Systems

Notable Projects and Initiatives (not on Tactical Plan):

- Transcript and Certification system maintenance:
 - Analysis and work on credit card processing was placed on hold until further notice.
 - Modifications were completed that will replace the Registrar's name on the letter of certification.
 - Analysis and programming are near complete for screen changes on the TR/CV screens. The headers were changed so that they look more like other OASIS screens.
 - In addition to the above maintenance, significant effort was directed toward other areas of student records and for the department of Administrative Information Systems. Development and improvements to the new web based graduation roster and grade roll systems continued.

7. Student Information Reporting System (SIRS)

Notable Projects and Initiatives (not on Tactical Plan):

- UGA is preparing for the second phase of beta testing the BOR Academic Data Mart. Analyst work is complete for creating two of the three files that are needed in addition to the legacy SIRS file. Programming is to begin soon to create these two files (Fee Waiver File and Test Data File). Much time has been spent on analyzing how we will collect the file for Transfer Data.

D. Student Activities

1. Greek Life Office

Tactical Plan Projects:

- Sorority Recruitment Rewrite - On schedule for target date of 06/01/04.

The following milestones have been reached between 3/01/04 and 3/31/04:

- Seven fields were added to the Walk-ins download to match the fields added to the initial and subsequent downloads.
- Procedures were written for the "Process Master Voting Lists" and the "Match Invites with Rankings" options.
- Modified the "Process Event Forms" procedure to zero fill rankings less than 10.
- Code was added to the "Purge Non-participants and Assign Recruit Numbers" procedure to update the Contact table with the Recruit numbers assigned.
- Various tables were created.
- The initial download was run for Rush 2004 with just under 5000 women being downloaded.

E. Student Financial Aid

1. *Student Financial Aid*

Notable Projects and Initiatives (not on Tactical Plan):

- The initial run of Early Award processing for academic year 2004-05 was completed on March 17, with an added enhancement this year of e-mail notification to the student once his "Early Award" has been completed and is available on OASIS. The Early Award System is designed to give students an estimate of their expected awards for the upcoming year until actual awarding can be completed later, usually in mid-May.
- For academic year 2004-05, the Free Application for Federal Student Aid (FAFSA) no longer includes questions about terms of expected attendance. The Automated Packaging System is set up to assume enrollment for Fall and Spring terms unless student expects to graduate in Fall. In the past, the FAFSA has been used to determine summer enrollment plans. Work is in progress to add an additional feature to the Student Financial Aid part of OASIS to allow students to provide summer enrollment plans.
- Work continues in preparation for 2004-05 startup. The "No Need" letter for academic year 2004-05 has been modified and approved. The packaging program was modified to change the selection criteria for awarding Federal Supplemental Educational Opportunity Grant (FSEOG) for academic year 2004-05; this modification is also in effect for Early Award processing.

- To assist the Office of Student Financial Aid with the awarding and revision of HOPE Scholarships for Summer term, several new reports will be developed. Analysis is underway on this project and programming will begin soon.
- The 2004-05 award renewals were updated by the new Academic Scholarship system this month. Fund amounts were posted to the Financial Aid database and the Academic Scholarship tables, with few problems encountered. The next project in this new system will be to post Spring Hours Earned and various GPA data to the tables, and run the final renewal updates for 2004-05 after Spring grades are posted.
- The QAP (Quality Assurance Program) sampling process for Spring 2004, which is mandated by the federal government was starting in March. A randomly selected sample group of students are being selected each night from the ISIR data. Tracking of the QAP begins on the TR screen and labels are produced in conjunction with Verification labels in order to send a worksheet to the student.
- Beginning with academic year 2004-05 the new East Campus Village will open. The cost of living in these dorms is significantly higher than the other residence halls on campus. Because of this, the overall cost of attendance used as a factor to determine financial need will also be higher. A series of reports will be produced to help the Student Financial Aid office identify these students and adjust their cost of attendance before automated packaging runs in May.
- Phase III of updating the ISIR/NSLDS system for 2004-05 data was completed. This phase included modifying the DB2 tables used for this system and the creation and testing of the thirteen Natural screens used to display the ISIR/NSLDS information for clients in the Student Financial Aid office.
- Modifications of the 2003-04 Satisfactory Academic Progress (SAP) process to include Summer Semester have begun. Client requests have been analyzed and a complete list of programming modifications has been produced. Modifications basically consist of updating the DB2 table used for this system, updating the Natural screens used to display SAP data, and updating the MarkIV program used to load the initial SAP data.

F. Institutional Research and Planning

1. *Curriculum Reporting System*

Notable Projects and Initiatives (not on Tactical Plan)

- Much time was spent in February and March creating the new CIR/RUR files requested by BOR as part of their Data warehouse initiative. Currently UGA delivers one CIR file and one RUR file of course data for a term to BOR. Beginning in April, BOR is beta-testing the collection of course data via 6 newly define files of data: Course

Record, Course Section Record, Class Session Record, Faculty Session Record, Education Technology Group Record and Student Course Enrollment Record. UGA will load these initial files to the BOR's SITCAP website for Spring 2004 as part of the initial beta testing. Summer testing is expected to be a parallel delivery of the old and new files. Then Fall will begin with only the new file layouts of data sent. Currently the first 5 course files have been created by AIS and are being checked and tested by OIR. The Student Course Enrollment Record is being worked on.

IV. MVS Systems Support/Campus Wide Support

A. AIS Access Services and Systems Support Group

1. AIS Access Services

- During March approximately 156 userIDs were added, modified, or deleted.

2. Systems Support Group

Tactical Plan Projects:

- Panvalet version 14.4 is now in production.
- The Vision Builder upgrade to version 14.0 is being tested.
- The Systems Support team is getting prepared to test the z/OS upgrade more thoroughly. A few problems from earlier tests are still being fixed and results should be positive.
- Natural v3.1.6 upgrade was put on the development system. Thanks to all involved for helping make this a smooth upgrade.
- IMS Connect version 2.1 was put into the test system. This version will utilize SSL and will be available for use with z/OS v1r4.
- Meetings with various vendors have been setup to review their DB2 Tools products.
- The VPS modification/upgrade is underway on the MVS development system.

Other Notable Projects and Initiatives (not on Tactical Plan):

- li.Secure FTP, available with z/OS, is being tested. It will require SSL capable software on the client side, such as WS FTP Pro. Tests have been positive using WS FTP Pro.
- Offsite backup procedures were changed to include new DB2 tables for several application areas.
- Maintenance was applied to several Software AG products.
- A member of the Systems Support team attended an IBM DFHSM class.

V. Application Support Group (CITP/AIS)

A. Notable Projects and Initiatives (not on Tactical Plan):

1. *University Housing*

- Continued support for existing applications
- Deployed new dorm waiting list

2. *External Affairs*

- Continued support for existing web applications
- Deployed “Policies and Procedures” web site for the Alumni Foundation

3. *Terry College of Business*

- Continued support for existing web applications
- Developed online student survey to evaluate Terry College Advisors. Survey is scheduled to go live April 6, 2004.

4. *Managed Software Distribution*

- Provided ongoing support for the MSD web site.
- Continued work on new web-based vendor management/ E- commerce system

5. *Auxiliary Services*

- Continued work on T2 integration with Parking Services (Phases II and III)
- Successfully rolled out phase 1 of Parking Services Web application for updating customer profiles and making lot selections as well as making citation payments.

6. *College of Education*

- Continued development of B.R.I.D.G.E web site