

Configuration Control Board (CCB) Meeting Minutes
 Thursday, December 17, 2009
 DPI, Room 224

Attendees:

Attendee's Name	Affiliate
Ms. Monica Adams*	Watauga County
Mr. Joe Baisely	Currituck County
Mr. Jeff Baxley	DPI
Dr. Angie Blalock*	Burke County
Ms. Michele Burton	DPI, Communication Specialist
Mr. L. Russell Dixon*	Granville County
Mr. Scott Douglass	DPI
Elan Goodman*	
Ms. Debbie Harman*	Winston-Salem/Forsyth
Ms. Nancy Hatley*	Stanly County
Mr. Robin Honeycutt*	Catawba County
Ms. Jennifer Jenkins*	Cabarrus County
Ms. Jody Hawley*	Cumberland County
Mr. Robin Honeycutt*	Catawba County
Ms. Emily Jones*	New Hanover County
Ms. Dot Lodge*	Gaston County
Ms. Alicia McGee	DPI
Ms. Jane Peebles*	Buncombe County
Ms. Phyllis Price	DPI
Mr. Brian Tenpenny	DPI
Mr. Ken Weiss	DPI
Dr. John Wetsch	IT Director, Academic Services
Mr. John Wykoff*	Chapel Hill-Carrboro City

Call to Order and Welcome: Ms. Hatley welcomed all attendees and asked for introductions. She announced the minutes will be approved via e-mail within the next few weeks.

Incidents Requirement: Mr. Baxley started the second Incident requirements review. Additionally, he indicated that some areas needed to be discussed specifically with the business owner, Ken Gattis. He was absent today however any areas that need more discussion would be relayed back to Mr. Gattis. Therefore, this requirement's approval will be pushed to January. The discussion included clarification and specification related to the reporting section of this requirement. All suggestions concerning the reporting section were asked to be sent to the co-chairs. Mr. Weiss noted the suggestions could be as simple as the construction of the reporting framework. Also, the school day definition in the appendix will be redefined to reflect more accuracy. The changes that were suggested today will be accepted. All the discussion information concerning the reports

will be included in the next review. Mr. Weiss asked the board members to please keep in mind that he tries to allow a week for members to review the new document. Therefore, he asked for any suggestions to be sent keeping this information in mind.

Brainstorming Session II: Mr. Weiss stated the brainstorming suggestions have been categorized by area. Ms. Hatley indicated an enhancement to provide the ability to have multiple screens between data domains. Other suggestions should be sent to Mr. Baxley. The ideas will be submitted as an agenda item then determined if the item will be formally added to the agenda or not. Mr. Weiss encouraged each member to review the list. Also, he welcomed anyone who wanted to send explanations for any suggested enhancements.

Comments: Ms. Hatley stated the meeting was open for a roundtable discussion. There were some requests submitted. Specifically, Ms. Jenkins wanted to know when TAM would be made available, if a demonstration will be conducted at symposium. Additionally, she expressed a concern about the browser capability with the current operating system given the upgrade is approaching. Dr. Wetsch suggested that she should try the new browsers and check the performance. This way she can observe how the new browser will work. Also, she asked if the release notes were available for the eSIS and TAM upgrades. The 9.1 version is no longer supported by the vendor. Additionally, the new browsers have not been certified by the vendor. Ms. Jenkins wanted to know if the new TAM will be available for preview at symposium. Dr. Wetsch replied that an environment has been considered. However, he could not be certain as hardware implementation has been the main priority. There was a question proposed about the usage of race/ethnicity information that is due today. Dr. Wetsch stated the business owner, Karl Pond will be attending today's UAB meeting and can address any concerns. Mr. Douglass addressed the grade, race and sex data that was included with the first month's PMR for this school year and will be uploaded on the Web soon. Consequently, the new ethnicities and races will not be the official data for 2009-10 school year because it was not available when data was initially collected. Ms. Lodge inquired about the withdrawn students as well as an update on the report Ms. Baugess mentioned at a previous meeting. Ms. Hatley questioned the changes about middle school courses for high school credits on the transcript particularly for the current enhancements. Dr. Wetsch indicated that the enhancements are on hold. There will be no changes being made on the DPI side however, he stated that LEA are welcomed to add any new business changes. Dr. Wetsch stated he will follow up with Ms. Hatley because he has received some regarding credits and transcripts. He wanted to be sure he captured the question correctly and contact her back. Also, she reviewed the idea of the having a meeting at symposium. Members still expressed an interested in having a meeting at symposium. Ms. McGee stated that she would mention that concern to Ms. Johnson. Dr. Wetsch announced a letter explaining the direction of NCWISE related to projects would be distributed. The letter will be sent to superintendents first and then to LEA coordinators. Mr. Wykoff wanted information regarding the parent assistant upgrade. If parent assistant is installed at DPI, then there will not be available hardware for this enhancement. If a LEA desires to obtain its own parent assistant project, then there are hardware requirements available. Dr. Wetsch further iterated that Ms. Tyndall and Mr.

Asmar gave a presentation demonstrating parent assistant at the last State board meeting to get funds allocated in the expansion budget for this project. More information on funding will be relayed as it becomes available.

Action Item(s)	Responsible Person(s)	Due Date	Deliverable
Revised CCB Charter	Alicia and CCB Co-Chairs	Next meeting	To revise the charter to reflect the currently approved motions
Symposium Meeting	Alicia McGee and co-chairs	Next meeting	To determine the meeting day/time at Symposium.
Eight Grade for High School Credit	John Wetsch	Next meeting	To follow-up with Nancy Hatley regarding this matter

Ms. Hatley adjourned the meeting. The next meeting will be January 21, 2010, at 10:00a.m.