

User Advisory Board (UAB) Meeting Minutes  
 Thursday, January 21, 2010  
 DPI, Room 224

Attendees:

Attendee's Name	Affiliate
Mr. Joe Baisley*	Currituck County
Ms. Michele Burton	DPI, Communication Specialist
Mr. Scott Cassell*	Gaston County
Ms. Sharon Castleberry*	Moore County
Mr. L. Russell Dixon*	Granville County
Mr. Scott Douglass	DPI
Ms. Nancy Hatley*	Stanly County
Ms. Sherry Hill*	Beaufort County
Mr. Robin Honeycutt	Catawba County
Ms. Sandra Johnson	DPI
Ms. Alicia McGee	DPI
Mr. Mickey Michaels	NC State
Ms. Jane Peebles*	Buncombe County
Ms. Kelly Shotwell*	Vance County
Mr. Brian Tenpenny	DPI
Mr. Ken Weiss	DPI
Dr. John Wetsch	DPI, Academic Services IT Director
Mr. John Wykoff*	Chapel Hill-Carrboro City

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

CCB Update: Ms. Hatley reported on the CCB update. The CCB Charter revisions were approved reflecting the most recent change concerning the membership term beginning on July 1. The Incidents requirements were reviewed again and more changes were added. It is hopeful to approve these requirements at the next meeting. Additionally, members were asked to think of more 2nd Generation brainstorming ideas and new topics will be discussed at the March meeting. Mr. Dixon discussed he was experiencing issues when accessing a four year course plan report. This issue will be investigated to allow this report to be accessible. The recent performance issues were discussed and more information will be provided. Also, the maintenance weekend will be distributed soon for members to review. Ms. Hatley announced the next meeting will be held at symposium.

Service Desk Update: Ms. Johnson updated the members with hot topics from the NCDPI Service Desk. She advised everyone that response time to tickets may be slow as the service desk will be involved with symposium activities. The board was reminded that the NC WISE Symposium will be February 22-24. Though individuals are welcome

to call the NCDPI Service Desk, she encouraged all members to utilize the REMEDY system to generate. Tickets can be logged at [dpi.incidents@its.gov](mailto:dpi.incidents@its.gov) or visit [www.ncwise.org](http://www.ncwise.org) click the contact us link under support and the e-mail for ticket can be found there as well. Ms. Johnson mentioned the service desk are down by two staff members and have less support. Please keep this in mind as you wait for your ticket to be resolved. She announced all the service desk members that work on NC WISE will be managing the labs while attending symposium. January 22 is the deadline for conference cost of \$105.00 and be sure to address your registration fee as soon as possible.

**2nd Requirements:** Mr. Weiss reported on the 2nd Generation requirements. The Incidents requirements were reviewed today and the goal was to obtain approval. However, there are some additional changes. There were no new brainstorming ideas at today's meeting and the ideas will be prioritize by the next few meetings. The Student and Attendance Requirements have been approved by the Student Council.

**AHR:** Mr. Weiss provided an update on the AHR projects. Since the last meeting, the design document for the state rollout has been accepted with all the features and functionality minus subscription. The subscription component is still being worked on internally consolidation approach with less reliance on NCID. The UID system will be managed more internally. Hardware prioritization has been delayed which has impacted developed. Some ideas were discussed. It was decided to start develop at SAS to minimum the impact on the project. When the hardware is availability the test boxes would be stood up versus development boxes. Essentially, he has been working with SAS to get development moving.

**Other Comments:** Mr. Douglass addressed the SAR edits have been received but not returned. All edits have not been received. However, he stated that a communication would be sent a week prior with instructions as well allow time to prepare the AS400. There is not a current timeline for when the edits will be completed. He is hopeful the SAR edits will be returned by the end of the month.

Dr. Wetsch addressed the performance issued stating the Operations manager did discuss performance with the CCB members. He would like to begin giving the members more updates. There a relatively aggressive hardware plan in place based upon available resources. Some contracts are being looked to help the current resource system. Currently, the Operations team is watching the hardware to limit the number of performance issues as the system is still running on older hardware. There will be a project update at ESC meeting to discuss the project status and moving forward. Additionally, Dr. Wetsch plans to present some detailed information at symposium. Mr. Tenpenny indicated that Doris Kitts had a meeting conflict. However, she mentioned at the CCB meeting the race/ethnicity AdHoc fields are complete but individuals are not advised to use them until a communication is sent. Ms. Johnson announced the error messages showing on the access screens are being investigated.

Ms. Hatley inquired about DPI houses transcripts indefinitely for her CTO. Mr. Douglass indicated that DPI does not keep transcripts and the LEAs are responsible for maintaining this information. Ms. Johnson stated it is her understand that schools including charters should place a copy of the student's transcripts each year eighth grade and above. Ms.

Shotwell requested information about the four year course plan. Ms. Johnson indicated this matter is being worked on and may be completed by COB today. Ms. Hatley asked if the matter is corrected today that it be placed on weekly NC WISE bulletin.

Action Item(s)	Responsible Person(s)	Due Date	Deliverable
Error Message on race/ethnicity screens	Doris Kitts	Next meeting	To investigate and determine the problem

There will not be a meeting at symposium. However, UAB members are welcomed to attend the CCB meeting on Tuesday, February 23, at 4:00 p.m, in Auditorium1. Mr. Baisley adjourned the meeting. The next meeting will be Thursday, March 18, 2010 at 1:00 p.m.