

**SPEEDE/ExPRESS Team Meeting**  
**Joint meeting of MnSCU, DCFL, U of M & Private Colleges**  
**September 8, 2000**  
**10:00 – Noon**  
**Room 345, ETC Building**

**MINUTES**

Members Present: Mary D'Andrea, Chuck Morris, Jim Rowan, Donna Triebwasser, Jeff Bria, Gary Langer

**Communications Plan Update** – Jim plans on having it ready to go when we're truly live. We discussed getting dollar amounts to attach to it. Jeff has shared transcript in/out numbers with Jim. Mary D'Andrea brought and shared with the group Century's Fall 99 in/out figures. They sent 30% of outgoing transcripts to other MnSCU institutions – 41% total to all current trading partners. They received 39% of incoming transcripts from other MnSCU schools – 48% total from all current trading partners. We discussed the difficulty of attaching total dollars of labor saving. Jeff shared that he figured in ½ the cost of a transcript clerk. Actual paper (scrip safe or other), envelopes, etc. costs are fairly minimal. Postage is more of a factor.

Jim shared that Wayne would like the communication plan ready in October. Jim will meet with an editor at the U and have a "final" draft to bring/send to the October 6<sup>th</sup> meeting for team review.

**Phase I** – Still not live. Jeff reported that Tonia was able to send and receive to/from St. Thomas on Thursday. Donna is having a problem that she needs SCT assistance to solve. There may be an error in the batch file/ encryption. She gets a server error message. Donna also asked whether the 3-digit honor points are working yet. Chuck said he sent a fix. New plan for sending/receiving between St Thomas and the U of M – Friday, September 15.

**Report on multi campus fix of software** – Chuck reported that he got through SCT's bureaucracy to the right person, Judy Miller, who provides support after sales. He put together a spec for modification of the program with his and George's names on it. SCT has it and he shared a copy with Donna. Chuck thinks it's a relatively easy fix – not a complex change. He said that the programmatic logic is already in the program. Now we wait to hear from SCT about whether or not they'll make the change, and whether or not they'll charge us for it.

Chuck also expressed concern about a potential problem of sending transcripts if the student ID is not unique. He plans to talk to the appropriate people at MnSCU about whether or not there could be duplicates – what those situations might be.

MnSCU IT has made no progress recently on getting further with the SPEEDE project. Chuck attended a meeting recently and learned that SPEEDE is in the pending project list for this year. He is attending a meeting on Tues, Sept 12 where the project priorities will be discussed. He will learn how high a priority SPEEDE holds among the MnSCU projects. He will use the

figures presented by Mary to lobby for the decision-makers to be aware of the significant cost savings possible for MnSCU if SPEEDE is implemented.

**PHASE II report** – Jeff reported that their Computer Services department sent a very high estimate of the hours required to implement Phase II at St Thomas. They will be lobbying to keep SPEEDE a high priority for the University. Much of Phase II lies within the parameters of the admissions offices of colleges, rather than the Records Offices. Another factor at St Thomas is that they are exploring the possibility of converting to a new/different student information system. There is reluctance to spend many hours making SPEEDE work for the old system and then having to “start over” with the new system.

We had a discussion of the involvement of the high school/CFL/TIES people who are involved in the SPEEDE Management Team. Gary reported that he and Wayne are meeting with the Chief Information Officer at CFL and if they determine that there is no interest at the statewide level, they will just concentrate on working with individual school districts.

Jeff’s boss, Bob McCluskey, is the Program Chair for the UMACRAO Conference being held Oct 22-24, 2000 at the Thunderbird Hotel in Bloomington. There is a planned session to present the SPEEDE project in Minnesota. Gary, Laurie, George, Carol and Mary will all be attending a CAS Workshop at that time, so will be unable to participate in the SPEEDE session. Jeff will be a presenter (depending on the birth of his second child, who is due around that time) and Donna will be joining him. Jim agreed to be a presenter also. The group thought it would be a good idea to have a MnSCU person on the panel. Chuck will check his schedule and may agree to join. The session is titled, “SPEEDE and Electronic Document Interchange in Higher Education.” The description is, “Learn the Pros and Cons of exchanging documents between institutions electronically, as well as the ‘state of the art’ in Minnesota.” It will take place at 10:50 to 11:50 a.m. on Monday, October 23.

**NEXT MEETING:** Friday, October 6, 2000  
10:00 a.m. to noon  
ETC Conference Room 345