PEAK Student Administration Project
Director’s Report #1 – July 2003

Introduction

The PEAK Project is entering its fourth year. The project began in March 2000 when we signed our contract to purchase the PeopleSoft product. Since then we have successfully installed the Financials, Human Resources, and Payroll modules, and are now well underway with the Student Administration modules.

The modules we are currently implementing are:

- Student Records,
- Student Financials,
- Recruiting and Admissions,
- Student Advisement, and
- SEVIS, the Student and Exchange Visitor Information System of the Immigration and Naturalization Service (INS)

Teams

Jean Eddy, the Executive Sponsor, leads the PEAK Project. She chairs the Student Admin Steering committee:

- Marty Krauss,
- Maureen Murphy,
- Deb Gratto, and
- Perry Hanson.

The PEAK Student Administration Project Core Team comprises:

- Mark Hewitt, University Registrar,
- Brian Walton, Assistant Vice President of Students and Enrollment,
- Deena Whitfield, Director of Admissions,
- Tom Barad, Project Lead in ITS,
- Richard Trudel, Director of Administrative Information Services in ITS, and
- Tracey Leger-Hornby, Associate CIO.

The Team is supported by our implementation partners, Academe Solutions:

- Ron Anderson,
- Cary Ward,
- Vanessa Nazario,
- Pattie Adams,
- CeAnne Harbin and
- Darren-Michael Yocum

Many members of the community contribute to the project. [Link to team page Subject Matter Experts for more information.]
Progress to date
Preliminary work on the PEAK Student Admin project, including developing a list of milestones with a detailed timeline, [Link to Implementation plan?] began over the summer of 2002. Since the project kick-off meeting, on January 22, 2003, the Core Team and many members of the academic community have worked to create a structure that reflects the academic organization of Brandeis University. The Financials and HR/Payroll systems will reflect this structure, enabling integrated and comprehensive analysis and data gathering.

Two systems in production
Two segments of the SA system are already in production. SEVIS, the database for reporting entry of foreign students into the United States directly to the INS, is now in operation. The International Students and Scholars Office, working closely with the Core Team and Academe Solutions, Inc., successfully installed this database for reporting entry of foreign students into the United States.

The Admissions Office has in production a series of web pages that allows prospective undergraduate students to request further information on Brandeis University as part of the application process. These web pages went live on July 1, 2003. The Admissions Office is working over the summer to configure and test the PeopleSoft admissions and recruiting module and expects to migrate from Exeter to the PeopleSoft system in the early Fall.

Next steps
Over the next few months members of the Students and Enrollment division of Brandeis will work closely with the Core Team to complete the design and configuration of the Student Administration modules. Academe Solutions, our consulting partners, will train them on the system and prepare for going live next spring as they work on prototyping and testing the system.

Communication
The PEAK web site is the best place to find information on the project. Please check back regularly to see what is new. We will have open meetings, regular reports on the web site and other ways to communicate in place as the project continues. If you have a question, please contact the Core Team via email: PEAK at brandeis.edu.