CAPE COD COMMUNITY COLLEGE

OPERATIONS GROUP (OPS)

CHARTER

I. ORGANIZATION

The Operations (OPS) Group consists of the following members:

- Systems Development Director
- Senior Programmer
- Jenzabar Module Managers
  - Admissions Director, Admissions
  - Advising Director, Advising and Counseling Services
  - Business Office Assistant Comptroller
    (includes GenLedger, Accts Receivable, Accts Payable, Purchasing)
  - Campus Web Registration, Administrative Assistant
  - Common OPS Group joint decisions
  - Financial Aid Director, Financial Aid Office
  - Registration Registrar
  - Student Life Director, Health Services
  - TaskList Systems Development Director

The Chair may invite other participants to committee meetings as necessary.

The System Development Director is the Chair of the OPS Group. The Senior Programmer shall act as Secretary to the Committee.
II. PURPOSE

Establishes procedures, identifies and resolves data conflicts, and nominates enhancements for the Jenzabar application. Implements policies established by the AUG.

The OPS Group reports to the AUG.

III. RESPONSIBILITIES

In carrying out these responsibilities the OPS Group will:

- Plan the implementation of college policy and procedures as pertains to the Student Information System
- Plan and/or discuss routine and sporadic inter-office procedures (i.e. determine exact timing for cancellation for non-payment, plan for introduction of academic award programs, etc)
- Determine system deficiencies or the need for improvement within the Student Information System for follow-up by the Administrative Users Group
- Plan for Student Information System upgrades and improvements

IV. MEETINGS

The OPS Group shall meet every other Wednesday at 11:00AM or more frequently when deemed appropriate by the Chair of OPS.