

MISSION CONTROL CENTER TIMELINE

MCC Login:

<https://sautech.edu.starfishsolutions.com/starfish-prod/>

Activity	Key Steps	Completion Date	Status	Lead Staff Members(s)
MCC Overview Presentation		11/30/2021	Complete	Jessica King Jodi Eppinette
Student Services Staff Training		12/01/2021	Complete	Dr. Edward Rice Jenny Sanders Jessica King
Send initial email to students about MCC	Develop the email	12/6/2021	Complete	Dr. Edward Rice
Complete student resources web page	<ul style="list-style-type: none"> • Finalize MCC instruction manual • Provide remaining content for the web page • Update web page 	12/16/2021		Dr. Edward Rice Marcus Copeland Kimberly Coker
Complete faculty & staff MCC manuals	<ul style="list-style-type: none"> • Finalize manuals • Make copies for distribution • Have posted in MyCollege 	12/16/2021		Jodi Eppinette Michala Moore Kimberly Coker
Revise Adjunct Faculty Manual	<ul style="list-style-type: none"> • Revise Manual • Have posted in MyCollege • Email to adjunct instructors 	12/16/2021		Dr. Valerie Wilson Kimberly Coker
Update syllabi to add information about MCC	Revise syllabi	12/16/2021	Complete	Dr. Valerie Wilson
LMS Integration	<ul style="list-style-type: none"> • Load MCC Attribute and Student Program Files • Starfish run course file • Add MCC link in Brightspace 	12/16/2021		Laura Johnson Traci Rushing
Faculty training		01/05/2022		Jodi Eppinette Jessica King
Distribute workflows document to appropriate employees		01/05/2022		Jenny Sanders
Provide information to instructors to be used to introduce MCC to students		01/05/2022		Jodi Eppinette
Advisor training		01/06/2021		Jodi Eppinette Jessica King
Finalize services area in MCC		01/10/2021		Dr. Edward Rice

MISSION CONTROL CENTER TIMELINE

Activity	Key Steps	Completion Date	Status	Lead Staff Members(s)
Send second email notification to students	Develop the email (include instructions for logging to MCC)	01/10/2022		Dr. Edward Rice
Revise RSC flyer to add login information for MCC	<ul style="list-style-type: none"> • Send revision to Kyra • Make revision • Make copies of flyer 	01/10/2022		Kyra Jerry Marcus Copeland
Finalize FASFA and Academic Standing attributes	<ul style="list-style-type: none"> • Determine where information is stored in PX • Create and upload file 	01/10/2022		Dr. Edward Rice Laura Johnson
Post announcement in Brightspace about MCC	<ul style="list-style-type: none"> • Create the announcement • Post announcement 	01/10/2022		Dr. Edward Rice Traci Rushing