SARS Phase II Meeting Minutes  
December 18, 2012 1pm -2 pm

Attendees: Chien Shih, Susan Malmgren, Tom Roza, Olivia Patlan, Jorge Rodriguez, Melissa Aguilar, Pat Dowling, Angela Cabellero de Cordero and Kari Elliott (note taker).

**SARS Phase II Objectives**
- Install SARS message and texting option
- Replace Foothill P/E division Red Canyon with SARS TRAK
- Review and improve De Anza Student Success Center installation
- Clean up applications and users list of installed SARS components at both colleges
- Additional Departments to be on eSARS/SARS
  - De Anza Transfer Center
  - De Anza Student Success Center
  - De Anza Student Success Retention Services-SARSTrak
- Install eAdvising and pilot testing with one division

**SARS Project web site – Website will be updated weekly.**
http://ets.fhda.edu/sars

**Progress report**
- Texting and SARS Message installation 10/31/2012 – completed.
  - Need smaller population to test sending text messages.
  - Identified what message to send out first week of school to De Anza Financial Aid students.
  - Will send text to 4,000-5,000 students.
  - Implement with GRID.
- Foothill uses CALL which will be replaced with Message.
- Kiosk Installation:
  - Foothill P/E; 1 kiosk needed.
    - New kiosk installed.
    - Train users first week of school.
    - Susan finishing documentation.
  - DA Student Success Retention Services.
    - Completed.
  - DA Student Success Center (L73A)
    - Service request with Facilities to move power.
    - Using extension cords until service request is filled.
    - Have installed 2 kiosks.
  - Tutorial Center is requesting additional kiosks to help manage lines; have put in ticket with Call Center.
    - 107 (in library) needs kiosk for drop in queue.
    - S43 (Math /Science) needs one more kiosk; already have one.
    - S43 currently uses an extension cord and Wi-Fi; need to open work order with Plant Services to get power and Call Center for network drop.
- De Anza Tutorial Center needs to track tutor hours.
SARS will not meet the requirements for tracking tutors with multiple funding sources.
- Have an internal tracking program for tracking by funding sources to use instead.

- eAdvising installation 10/31/2012
  - DA Counseling department will be pilot department; Foothill will not be using.
  - Put into MyPortal on student tab.
  - Received list of counselors for testing for Counseling department.
  - Sends email to student when question has been answered to log back in; Ryan Anthony setting up email relay December 18, 2012; test in afternoon.

- De Anza Transfer Center – eSARS implementation.
  - Testing going well; need to decide where to put link.

- Reporting Issues Update.
  - Not satisfied with CSV reports.
  - PDF formatted reports need to have corresponding CSV report.
  - Install fix for raw data December 18, 2012; should fix inconsistencies with numbers, colleges will verify.
  - New reports will be available in new release from vendor, early next year, 2013.

- CHAT Issues.
  - Run from Yosemite server; lock down station.
  - Close to solution.

- Met with college web teams December 5, 2012.
  - ETS will maintain SARS; changes and modifications requests will need to go to.
  - Will provide link to colleges.
  - Define procedure – web teams agreed with procedure.

Next key milestones
1. Implement eSARS for DA Transfer Center.
2. De Anza Student Success Center Tutorial implementation.
3. eAdvising with De Anza counseling department.