SARS Phase II Meeting Minutes
January 29, 2013 1pm -2 pm

Attendees: Chien Shih, Pat Dowling, Susan Malmgren, Suzanne Yamada, Tom Roza, Jerrick Woo 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.
  o Susan will give lists to Kari for cleanup; users will be given an expiration date instead of being deleted.
• Additional Departments to be on eSARS/SARS.
  o De Anza Transfer Center.
  o De Anza Student Success Center.
  o 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

• Foothill PE Fitness Center – completed.
• Texting and SARS Message.
  o Have sent out two batch texts.
    ▪ Need to have consultant onsite to train users on texting on GRID.
  o Students must opt out for each department sending messages – specs have been written – Jerrick complete end of week.
  o Students who opt out need to be recorded in Banner.
• Kiosk Installation:
  o DA Student Success Center (L73A)
    ▪ Service request with Facilities to move power.
    ▪ Using extension cords until service request is filled.
    ▪ Have installed 2 kiosks; one does not have internet, need to create ticket with Call Center.
  o Tutorial Center is requesting additional kiosks to help manage lines; have put in ticket with Call Center.
    ▪ 107 (in library) Have kiosk for drop in queue, needs internet connectivity; open ticket with Call Center.
    ▪ S43 (Math /Science) needs one more kiosk; already have one, open ticket with Call Center.
    ▪ 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.
• eAdvising installation 10/31/2012
  o DA Counseling department will be pilot department; Foothill will not be using.
  o Put into MyPortal on student tab.
  o May not do; have not received feedback from De Anza yet.
• De Anza Transfer Center – eSARS implementation.
  o Testing going well; need to decide where to put link.
• Reporting Issues Update.
  o Not satisfied with CSV reports; still has not been resolved.
  o PDF formatted reports need to have corresponding CSV report.
  o Install fix for raw data December 18, 2012; should fix inconsistencies with numbers, colleges will verify.
  o New reports will be available in new release from vendor, early next year, 2013.

**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.