SARS Phase II Meeting Minutes
November 27, 2012 1pm - 2 pm

Attendees: Chien Shih, Jerrick Woo, Susan Malmgren, Tom Roza, Jorge Rodriguez, Olivia Patlan, Suzanne Yamada, Lori Silverman, Kevin Harral, Jim Doty (SARS) 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
  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

• Texting and SARS Message installation 10/31/2012 – completed.
  o Susan will work with Jim Doty to get trained on texting.
  o Will begin training De Anza Financial Aid after Susan is trained.
  o Foothill Financial Aid would like to be included in training.
  o Both colleges will use messaging to replace calls.

• Kiosk Installation:
  o Foothill P/E; 1 kiosk needed.
    ▪ Specs completed; started application.
  o DA Student Success Retention Services.
    ▪ Completed.
  o DA Student Success Center (L73A)
    ▪ Pending per Jerrick.

• eAdvising installation 10/31/2012
  o DA Counseling department will be pilot department.
  o Put into MyPortal on student tab.
  o Foothill will not be using eAdvising too.

• Reporting Issues Update.
  o PSME asking for customized report.
  o Usage Report by Student, available in TRAK may provide information PSME is looking for.
    ▪ Can run report by summary and detail.
    ▪ Lori Silverman will run report to see if information provided will work; if not, SARS will customize report for PSME.
  o Tutoring Center needs report to show reason for using lab.
• CHAT Issues.
  o CHAT working for EOPS but notification is not working.
    ▪ Closing floating toolbar makes lightning bolt icon disappear; need to leave floating toolbar open.
  o De Anza Counseling Department reported CHAT does not work at all; button is grayed out.
  o CHAT was working for De Anza Counseling before upgrade was done.
  o Scot at SARS will work with Ryan Anthony to investigate why CHAT is not working.

Next key milestones

1. Foothill PE replacement of Red Canyon with SARS – 11/30/2012.
   • Kiosk in place and have specs; application not done yet.
2. Implement eSARS for DA Transfer Center.
3. De Anza Student Success Center Tutorial implementation.
4. eAdvising with De Anza counseling department.