

# **Banner Security, Training & Deployment Meeting Minutes**

## **February 7, 2011, 3:00pm-4:00pm**

Attendees: Chien Shih, Drake Lewis, Susan Malmgren, Suzanne Pfeiffer, Julie Ceballos and Kari Elliott (note taker).

### **On Going Project Update:**

1. Foundation Go Live in March – on target.
  - Haven't tested script or finished clean up of PIDM files yet for conversion.
2. BDMS – Hershey Conversion:
  - April 8, 2011 will turn over to functional users to test.
3. Degreeworks:
  - Completed scribing of Foothill catalog.
  - Begin scribing of De Anza catalog; will have weekly updates from scribes.
  - June deadline.
4. Leave Reporting:
  - How to implement.
5. Procard:
  - Business office wants to be able to audit statements over \$1500 or more than 10 transactions.
    - ETS to write program to automate statements.
  - Need to be able to verify supervisors are checking statements.

### **Objectives:**

1. Banner Bulletin:
  - Update every Thursday.
  - Susan has almost completed FAQs.
  - Send out target announcement in a couple of weeks.
2. Waitlist:
  - ETS provides an open class list to colleges; De Anza publishes on website.
  - Would like to post in MyPortal (Student Channel) with link to faculty email to request add code.
3. Course Studio Update:
  - On target for March 1, 2011 deadline.
  - Chat error – ticket with SGHE; can go live without it.
  - Have faculty volunteers to test.
  - Matrix page linked to Course Studio for comparison of features.
  - Call Center support for faculty not students; students will use web reg form online.
  - Will bring up student support at next Student meeting, February 10, 2011.
4. Security Report:
  - Auto distribute to team leads (Finance, Financial Aid, HR and Student) who has access to module.
  - Demo February 28, 2011.
  - Next step will be to drill down.