Banner Security, Training & Deployment Meeting Minutes
January 24, 2011, 3:00pm-4:00pm

Attendees: Chien Shih, Drake Lewis, Bill Baldwin, Kathleen Moberg, Susan Malmgren, Mary Kay Englen and Kari Elliott (note taker).

1. Banner Bulletin Demo:
   - Add channel to Employee tab with links for Project Status, Team Meeting minutes and System Status pages.
   - Add another link under the system status for schedule of batch jobs – common share area similar to System Status.
     - Departments can coordinate jobs better; not running big jobs at the same time.
   - Links to Foothill & De Anza Academic Calendars should have grade submittal deadline and date grades available to students.
   - Kathleen Moberg will send out targeted messages for De Anza.
   - Will present to Steering Committee for approval.
2. Waitlist:
   - Need script to turn off add code box for certain classes then turn back on 3 days after class starts.
   - Will discuss in Waitlist Hybrid Solution meeting tomorrow, January 25, 2011.
3. Course Studio Update:
   - Drake working on timeline.
   - March 1, 2011 deadline.
   - Presenting to colleges this week
   - Schedule a separate meeting to discuss District Wide FERPA policy.
   - Have review session with users, including ETS before developing training materials.
   - April 4, 2011 is the first day of Spring quarter.

Take away items

- Drake will update the Course Studio schedule to include the items discussed in the meeting
- Kathleen Moberg will coordinate the DA calendar with Julie to include the dates for faculty grade submission and grade available for student to view.
- Susan will coordinate and come up with batch job schedule spread sheet and finalize the spreadsheet to other departments for review.