

EIS Core Committee

April 19, 2010 Meeting Notes

Attendees: Cindy Castillo, Drake Lewis, Tom Roza, Kathleen Moberg, Kim Chief Elk, Ngoc Nguyen, Paul Starer, Lydia Hearn, Chien Shih and Kari Elliott (note taker).

- 1) Core meeting will meet for 1 hour instead of 2 hours beginning April 18, 2010. Meeting will be from 2:00pm-3:00pm at Foothill D260. Focus of meeting will be on Student Go Live.
- 2) Review of April calendar events.
 - a) Touchnet Payment Gateway training – April 21, 2010.
 - i) Ready for testing – April 23, 2010.
 - b) Finance Posting Modifier Meeting – April 21, 2010.
 - i) Financial Aid has concerns over labor distribution; Chien will mention at meeting.
 - c) Steering Committee Meeting – April 21, 2010.
 - d) Student Go Live Weekly Meeting begins April 23, 2010.
 - i) Will meet 8:00am-9:00am at De Anza A/R Conference Room.
 - e) Student Testing – April 23, 2010.
 - i) 2:00pm-4:30pm at Foothill D270.
 - f) Student Summit – Student Counseling – April 27, 2010.
 - i) 12:30pm-3:30pm at Foothill Carriage House Conference Room.
 - g) Student Testing – A & R – April 30, 2010.
- 3) April Objectives:
 - a) Load Testing
 - i) Baseline test in April starting with 5,000 concurrent students, then 10,000 concurrent students.
 - ii) 2 more tests are setup in May for any necessary changes.
 - b) Student Team move into TRN8 – April 23, 2010.
 - i) Academic History conversion from 2000 forward has been done.
 - c) Touchnet Payment Gateway Testing
 - i) Contract signed.
 - ii) In place by April 23, 2010, April 30, 2010 by the latest.
 - iii) Researching patch for hosted gateway.
 - iv) In production environment by May 22, 2010.
- 4) Last week's resolution:
 - a) Course numbering with D and F.
 - i) Remove from official transcripts and electronic format.
 - ii) Will be visible when registering with an explanation.
- 5) Review of Key Events Calendar:
 - a) Began Student – Instructional Support testing – April 15, 2010.
 - i) 3 separate instances in D270.
- 6) Student Go Live – May 22, 2010.
 - a) More testing will need to be done before Fall quarter.
- 7) Chien will begin scheduling meetings with the Teams to discuss ARGOS reporting. Will start with Student & Instructional Support.

Other Issues:

1. Financial Aid July student payroll needs to separate Foothill from De Anza students for Work Study Program.
2. FLAC Module
 - a. FOAP at course level needs to be correct
 - b. Non instructional assignment

- c. Antonio Trepesowsky of SunGard will be working on FLAC April 20th at 8:30am in D270 at Foothill.
- 3. ACE – Workload concerns.
- 4. Faculty Training.
 - a. Division Office Administrative Assistants involvement.
 - b. Reps from both colleges.
 - c. Not everyone uses email.