

EIS Core Committee

August 15, 2011 Meeting Notes

Attendees: Chien Shih, Drake Lewis, Cindy Castillo, Suzanne Pfeiffer, Bill Baldwin, Tom Roza, Paul Starer, Kathleen Moberg, Fred Sherman, Robin Lyssenko, Joe Lampo and Kari Elliott (note taker).

1. Summary of Banner Issues List – handout for committee members to review.
2. Open Class List Demo – MyPortal –Susan Malmgren:
 - Tab will be in MyPortal.
 - Filter to view open, closed or hot classes (newly added classes).
 - Can narrow search down to department.
 - Have to view each campus separately – may be able to combine later.
 - Hot classes defined at bottom of screen.
 - Move closer to filter and change wording to ‘Recently opened.’
 - Change channel from ‘Open Class List’ to ‘Open and New High Demand Courses.’
 - Schedulers at both colleges will have to indicate add date when adding new sections.
 - Will have link for adding classes on channel; would like to be able to add directly in future.
 - Will take recommendations, make changes and present to Steering Committee.
3. Discuss assigning user security access through different modules (duplicate IDs).
 - Common matching to avoid duplicates.
 - Built into INB and student application.
 - Joe will review and contact team leads.
 - Can run a query to check for duplicates.
 - Active employees and student first.
4. Security Report Follow Up:
 - Report is on Report tab and is available to all Team Leads.
 - Suzanne has sent a list to Bill of all terminated employees to lock their accounts.
 - Need to begin to tighten up security.
 - Overlapping security classes need to be reviewed.
 - Who is regulating forms – form owners not aware their forms are in another class.
 - Centralize security – Team Leads review who has access to area.
5. Backfill Dollars:
 - Chien will bring to Chancellor Staff meeting tomorrow (August 16, 2011).
 - Chien will bring results to next Core meeting.
 - Will need to re-do budgets; original requests are now a year old.
 - Establish timeline and justification.
 - Student requests for each college should be separate.