

EIS Core Committee

December 5, 2011 Meeting Minutes

Attendees: Chien Shih, Cindy Castillo, Tom Roza, Drake Lewis, Kurt Hueg, Bill Baldwin, Hector Quinonez, Paul Starer, and Kari Elliott (note taker).

1. Backfill Dollar Allocation:
 - Review final document; no questions or objections, money will be distributed.
2. SGHE Summit, March 26-29, 2012, Mandalay Bay Convention Center, Las Vegas, NV.
 - December 16, 2011 is the deadline for early bird registration - \$1,000 per person.
 - Chien will send out email to Core Committee members with information.
3. Faculty Association Mandate:
 - Faculty Association has not decided yet to implement Winter quarter of Fall quarter 2012.
 - Will continue to prepare to implement Winter quarter until Faculty Association says differently.
 - Ready to implement for Winter quarter technically.
 - Susan will change documentation
 - Notification to campuses.
 - Susan will draft message to send to deans now; deans can send message to faculty.
 - Message needs to same for both campuses; also put on portal.
 - Get Dorene's approval on message and forward to Kurt Hueg and Marissa Spatafore to forward to deans.
 - For students, update language on websites, change online documentation and update information text on portal pages.
 - Chien will draft checklist (page 2).
4. Faculty Leave Reporting:
 - Presented to Faculty Association.
 - Ready to implement.
5. Missing Grade Notification:
 - Notification to faculty before grades are due and after grades are due if missing.
 - Similar process to Faculty online contract.

Implementation of FA Mandate Checklist

1. Notification to faculty at campuses:
 - Send out to faculty now
 - Message needs to be same for both campuses.
 - Post message on portal and email to deans to distribute to faculty.
 - Kurt will email Foothill faculty, Marisa will email De Anza faculty.
2. Notification to students at campuses:
 - Update language on websites.
 - Change online documentation.
 - Update information on student pages in portal and college web sites
3. Support preparation from both campuses
 - a. A&R and Scheduling offices
 - i. Prepare to end the wait list 24 hours before the quarter starts
 - ii. Issue add code estimations to cover the two week increase
 - iii. Have a support plan in place for students due to the change in policy
 - iv. For the first two weeks of the quarter, review and correct faculty contacts for each course section
 - b. ETS
 - i. Start the system program to stop on-line registration for the first day of the quarter starts.
 - ii. Stop the wait list turn program.
 - iii. Review the execution result of the daily registration and add code issuance
 - iv. Will support implementation as well as field any additional questions

We need to get this preparation list **completed before the end of final exam week**. Faculty and students will start their holiday breaks after next week.