EIS Core Committee
June 20, 2011 Meeting Notes

Attendees: Chien Shih, Drake Lewis, Cindy Castillo, Suzanne Pfeiffer, Tom Roza, Bill Baldwin, Susan Malmgren, Hector Quinonez, Andrew LaManque, Kathleen Moberg, Kurt Hueg, Jerrick Woo, Robin Lyssenko, Nancy Chao and Kari Elliott (note taker).

1. Student personal information update reminder through MyPortal:
   - High percentage of bounce back with emails.
   - Students not updating emails.
   - Put a message on Student tab that pops up when clicked on to update information.
     - ETS will look into putting another channel on Student tab.
   - Target announcement message reminding students to update.
     - Send out target announcement ASAP – Kurt.
2. Policy & Procedure for employees no longer working for the District:
   - Modify current exit form.
   - Review at next Core meeting.
   - Suzanne will provide soft copy of exit form to Kari to be sent out to Core Committee members.
3. Security Reports:
   - Reviewed the following reports:
     - Total Security Access by Individual Class & Forms.
     - INB Forms by Security Class.
     - Forms by Security Class.
     - Classes with Access to Forms.
   - Bill & Susan will work on changing the names of the forms.
   - Reports will be available on Report Tab June 30, 2011.
4. Course Studio Chat Issue:
   - Chat is now functioning but is not encrypted.
   - Public by design and allows no private messages.
   - Core members agree to turn on.
   - Will send a target announcement to faculty.