EIS Core Committee
March 14, 2011 Meeting Notes

Attendees: Chien Shih, Hector Quinonez, Tom Roza, Suzanne Pfeiffer, Drake Lewis, Kathleen Moberg and Kari Elliott (note taker).

1. Backfill Dollar Allocation Approval:
    - FOAP has been established for Foundation.
    - FOAP has been established for Rose Myers but may be her B-Budget; Hector will look into.
    - Backfill dollars will be disbursed this week.
2. Foothill Distance Learning Request:
    - Will not give access to target announcements.
    - Will create a new channel for students to list open classes, distance learning and newly added sections.
    - Students requesting late adds can use the channel to request adds from faculty.
        o Link to faculty email to request add code; will add student to waitlist.
        o Implement for Fall quarter.
3. Allowing Outside Users access to Banner:
    - Stanford staff member need access to Student module; other departments also have outside users needing access to Banner.
    - Susan Malmgren was going to look into having a guest role.
    - Shawna Aced recommended a giving a report to outside users.
        o Incorporate into an ARGOS report.
4. Student Information Channel Demo:
    - Live March 14, 2011.
    - Training begins this week.
5. Review First Draft of Automatic Enrollment of Students from Waitlist:
    - Recommend implementing Fall 2012 because of all other implementations happening in Fall 2011.
6. Students becoming employees and impact on Banner:
    - Has 2 ID numbers (HR did not merge).
    - Paid in January on new number; changed number to a B number but couldn't pay employee on old number.
        o ETS will merge accounts – Suzanne will email Chien name of student.
    - Need to document how to handle persons with 2 IDs.
        o Checklist to look for duplicates.
        o How to handle when there are duplicates.
        o Suzanne will work up a draft.
7. Classes that run from Spring to Summer (over fiscal year):
    - Only applies to Foothill.
    - How to enter part-time faculty?
    - Need meeting with Denise Perez, Gigi Gallagher and Shirley Treanor.
8. Emergency Contact Information for Students:
    - On SSB, but not easy to find.
    - Create a link on MyPortal.