EIS Core Committee
March 28, 2011 Meeting Notes

Attendees: Chien Shih, Suzanne Pfeiffer, Drake Lewis, Kathleen Moberg, Cindy Castillo, Kurt Hueg, Paul Starer and Kari Elliott (note taker).

1. Backfill Dollar Allocation Approval:
   - Reserve balance will be zero by the end of this week.
   - Additional money will be taken up by the colleges beyond this week.
   - Additional fund requested $500,000 approved by Steering Committee and Chancellor staff has been approved and will be distributed to the colleges and district.
2. DegreeWorks – Scribing:
   - Scribing was completed on implementation dollars.
   - Additional feedback from consultant will be available this week
     - Platform is ready.
     - Feedback this week from SIG.
     - 3 training sessions scheduled in addition to Kickoff March 29, 2011.
3. Foothill Distance Learning Request:
   - Will create a new channel for students to list open classes, distance learning and newly added sections – implement for Fall quarter, 2011.
4. Allowing Outside Users access to Banner:
   - Address with reports.
   - Not going to do or set up in Banner
5. Student Information Channel Demo:
   - Completed – up and running.
   - Available to permanent employees only – Temp employees (pool employee) or non district employee or vendors may need access Dashboard.
     - Create generic account – don't want to do.
     - Create duplicate non-paid position – HR won't want to do.
     - INB option – more research is needed to bring back to Core.
     - Core Committee recommends no access be given at all.
6. Review First Draft of Automatic Enrollment of Students from Waitlist:
   - <u>Recommend implementing Fall 2012 because of all other implementations happening in Fall 2011.</u>
7. Spring Registration:
   - 30,000 students registered at both colleges.
   - Known defective with waitlist – when class is full, waitlist is full and there is an opening at the same time a student is online registering, will register outside student into class.
   - Changing cap on waitlist cap during registration will mess up the waitlist.
8. Students becoming employees and impact on Banner:
   - Need to document how to handle persons with 2 IDs.
     - Checklist to look for duplicates.
     - How to handle when there are duplicates.
     - Suzanne will work up a draft – still working on.
9. Emergency Contact Information for Students:
   - Rename Emergency Notification on MyPortal to Campus Crisis contact <- Action item (Drake)
   - Personal Emergency Contact (In case of emergency) – HR collects paper forms; is not online.
     - HR can request to be online – will add to HR issues list.