

EIS Core Committee

May 9, 2011 Meeting Notes

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

1. ARGOS:
 - Development work beginning end of May.
 - Distribute ARGOS library structure; team has no issues and OK with the structure.
 - Will do the report library for easy user query of the report availability, team OK with the concept.
 - Will do my access security list to indicate what individual access to reports are, team OK with this.
2. Faculty Association Mandate Impact Statement:
 - Will send softcopy with Core minutes.
 - Review and provide input to Chien.
3. Student Channel:
 - New channel to display open classes, closed classes, distance learning classes and hot classes.
 - Implement in Fall quarter.
 - Have a special button for distance learning (Foothill request) for 'late add'.
 - Faculty still decides to add student or not; student is not automatically added to class roster or waitlist.
 - Faculty would be able to select students to email add codes to all at once; like in Legacy.
 - Team decision is to implement for Foothill Distance learning first, no regular or DA distance for fall quarter.
4. Student Emergency Data (not data requested on MyPortal):
 - Students need to update but form is not easy to find.
 - Henry Ly will look into self service application in Banner to modify into a channel.
 - Process needs to be sent to students – target announcement.
 - Add to HR Banner Issues tracking list.
5. Access to Banner needed from Health Services (Foothill):
 - Planned Parenthood still requesting access to student records.
 - Need to check student is currently registered and has paid student body fees.
 - Only permanent district employees have access to student dashboard.
 - Student employees can access information through INB.
 - Access to Banner will only be given to district employees.
 - Team decision is not to grant access to non-employees.
6. Schedulers at Foothill requesting list of faculty CWIDs to do scheduling:
 - Can lookup faculty CWIDs in INB.
7. EAPF/Departmental Leaves:
 - Webtime entry – Banner.
 - Liquidoffice –currently using.
 - Contracts states faculty can still use paper process (Article 16) Suzanne will check with Dorene on this.
 - Another discussion needed for methodology.

Organization of ARGOS Environment

The ARGOS file structure will consist of the following folders:

- **Certified –**
 - Where all certified datablocks/reports that are generating reports accessed via the Reports Tab in MyPortal will reside in appropriate sub-folder.
 - Sub-folders for each defined group (Student, Finance, Financial Aid, HR, Payroll and Foundation)
 - Certified datablocks/reports will contain in the comments area:
 - “Certified by *name of ETS staff* on *date*.”
 - “Certified by *name of End-user staff* on *date*.”
 - There will be limited access to this folder to insure that only certified datablocks/reports are placed here.
- **ETS –**
 - Each technical person will have one folder with their name on it.
 - All datablocks being worked on will be stored their
 - Staff can create sub-folders as needed.
 - End-users will not have access to the ETS Folder
- **End-User Folders –**
 - Each end-user group will have its own folder which only they and ETS have access to.
 - They will store their datablocks and ad-hoc reports here.
 - They can add sub-folders as needed
 - These folders will be top level, same as Certified & ETS
 - Folders planned: (this list is subject to change)
 - **Admission & Records**
 - **Apprenticeship & Co-op**
 - **Athletics**
 - **Campus VPS**
 - **Cashiering**
 - **Counseling**
 - **Deans**
 - **Disabled Students**
 - **Distance Learning**
 - **EOPS**
 - **Finance**
 - **Financial Aid**
 - **Foundation**
 - **Human Resources**
 - **Institutional Research**
 - **International Students**
 - **OTI**
 - **Payroll**
 - **Scheduling**
 - **Tutoring**
 - **Veterans**

Fall quarter implementation of Faculty Association mandates – impact statement

Dear Faculty, Deans and Administrators

We are in the process of implementing the faculty association mandate to stop the first week classes' registration at first day of the quarter starts.

Technically, we anticipate we will finish the analysis and implementation phase of this task by the end of June (the beginning of summer quarter), we will start to enter test phase in July and will complete this task before the fall quarter starts (September 20).

This implementation will stop all on line student registration activities, which includes the student's ability to self register into the open class that still has space left, in the event of class is full, their ability to place themselves on the wait list, and the wait list notification to the student(s) if class space becomes available. All these Banner functionality will stop Monday morning when quarter starts.

The only way left for students to do for the first week of the classes is for them to come in person or mail in for requesting for an add code, this add code will be the ticket for student to add themselves to the class roster, typically, faculty member will manage the add code distribution to the students using the Banner add code distribution function associated with student class roster.

We anticipate there will be a long line, particularly at first couple days of the classes for students to show up on class rooms to request for add codes, and we also anticipate there will be questions and phone calls to both Admission and Record offices to request for assistance.

We recommend students to be notified way ahead of the fall quarter starts of this procedure changes; they need to be aware that they no longer can afford to wait until before the class starts to make their registration decisions, they also need to act to place themselves into the class roster or wait list **BEFORE** the quarter starts. For those students that need to make changes to their class schedules, they also need do it on line before of the quarter starts.

Institutional wise, we need to have the support structure in place to handle the anticipated support requests; moreover, we need to communicate this to all the faculty, deans, and college support personnel, so they understand the impact of this change and be prepared for it.

ETS will do the utmost to make sure the Banner system will function according to faculty Association mandate; we will also look into the different ways to address the impacts of this change technically. This is, nonetheless, a big change and a shift of expectations of many students who are gradually getting use to the Banner registration process. We need to be prepared for the potential impacts.

Chien Shih
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