

EIS Core Committee

November 1, 2010 Meeting Notes

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

1. Backfill Dollars Update:
 - Chancellor staff approving.
2. ARGOS Report Request (handout):
 - Meet with each team after training is complete the week of November 9.
 - ETS will move all datablock to ETS folders pending further certification actions.
 - Certify and rollout datablocks.
 - ETS will certify datablocks.
 - Team Leads and users will verify output is correct.
 - Add notes to datablock certified and by whom.
 - PDF of report generated by datablock will be attached for reference.
 - ARGOD Report Request Process:
 - Fill out form on line.
 - Submit form to Bill Baldwin (security officer).
 - Email to supervisor for approval.
 - Email to Team Lead after supervisor approves.
 - Form back to Bill who will create a help desk ticket (most have 2 signatures).
3. Winter Registration:
 - Daily meetings beginning November 15th at De Anza, 8:00am-8:30am.
 - Test session set up for November 5th from 12:30pm-2:00pm in D270.
 - Drop for nonpayment dates:
 - December 3rd, December 10th, December 17th and December 20th.
 - Outstanding of \$100 or more and have not made any payments at all.
 - Faculty would like to have record of drop for nonpayment on roster.
 - Waitlist turnaround – 24 hours at both colleges.
 - Committee members all in agreement.
 - Date stamp emails to students with date and time add period expires.
 - Distance Learning at both colleges will be able to check off adds on roster and email add codes to students as a group, regular class will still maintain the individual add code distribution by instructor method.
4. CCCApply:
 - All enhancements have been completed and implemented.
 - One glitch – currently working on.