

EIS Core Committee

October 10, 2011 Meeting Minutes

Attendees: Chien Shih, Cindy Castillo, Kathleen Moberg, Tom Roza, Drake Lewis, Suzanne Pfeiffer, Nancy Chao, Ngoc Nguyen, Kurt Hueg, Bill Baldwin and Kari Elliott (note taker).

1. Placement Test & Banner Integration:
 - Colleges have different scores and standards.
 - No clear meaning for test scores; students not sure what classes to take.
 - Stephen Fletcher will be the lead for De Anza; need to identify lead for Foothill.
 - Written specifications will be brought to Core for review at a later date.
2. Backfill Dollar Allocation:
 - Review submissions – team members validate.
 - Chien will look into \$9,273.53 expense for Student – not De Anza's expense.
 - Team made adjustments to HR/Payroll, and FH instructional support requests, add \$5000 to Foundation as Core team did not receive their request as of yet.
 - Core team made decision for the budgeter signature authority; Payroll (Nancy) will not disburse payment without proper budgeter signature. The budgeters for each of the team are:
 - Student – DA : Kathleen Moberg
 - Student - DA Instructional Support: Rich Schroeder
 - Student –FH Instructional Support: Paul Starer
 - Student – FH: Denise Swett
 - Luminis: Kurt Hueg
 - Technical: Chien Shih
 - IR: Andrew LaManque
 - Foundation: Robin Lyssenko
 - Finalize for Steering Committee to approve this month.
 - Core team will put 15% as the team reserve money for the project.
 - Project Contingency will be spent some time in future.
3. Curriculum Integration:
 - Batch uploads once a week.
 - Students will be able to find information in one place – currently have to go to college website for information.
 - Send message to students that classes with a 'z' or 'w' indicates distance learning class and explaining distance learning class process.
 - Have same message on registration screen.
4. Mobile Apps:
 - SGHE mobile application – need to get familiar with.
 - Will need to do the infrastructure preparation first.
 - Involves both application development, and server deployment
 - ETS will send developer to attend Sungard MobileApp training at end of this month