EIS Core Committee
October 18, 2010 Meeting Notes

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

1. Cloning Production to PRODN:
    - Last cloning done June 14, 2010.
    - Will clone tonight at 9:30pm – data and software.
        - o Verify – October 19, 2010.
    - Need to clone more frequently.
        - o Meet with depts to discuss.
        - o Coordinate with future updates from SGHE.
2. ARGOS Training Schedule:
    - Training week of October 18th and November 8th.
    - Reserve 1 week in January for refresh training.
    - Environment is set up.
    - Department datablocks are set up.
    - Access – will be able to execute reports out of box right away.
        - o Users will be granted Report Writer access giving them the ability to manipulate/customize reports.
        - o ETS will have Datablock Designer access, the ability to manipulate datablocks.
        - o Requests for manipulating datablocks will be directed to ETS.
    - Sample reports submitted by Team Leads are ready.
    - Users will be able to see library of reports after training.
    - Susan Malmgren will have training document ready for training.
    - Power users limited to Internet Explorer, Windows user.
    - API (Application Program Interface) capability will be available.
        - o Report tab on Luminis.
        - o Pre-defined reports available.
3. Backfill Dollars.
    - Fred presented to Senior Staff.
    - Senior Staff meets again tomorrow, October 19, 2010.
        - o Will review and discuss.
4. Team Reports.
    - Technical
        - o Luminis upgrade 4.2.3 – end of November
        - o Should fix rendering errors per SGHE.
        - o Connect to PRODN end of October.
        - o Connect to PROD end of November.
        - o Financial Aid 8.81 upgrade – still researching.
            - ➢ Eliminates term and replaces it with award period.
            - ➢ Will schedule a meeting with Chien and Cindy to discuss.
    - Luminis
        - o Close to finalizing policy document for Course & Group Studio.
        - o Group Studio presentation to Chancellor Staff.
        - o Will present Group Studio to ETAC this week.
        - o Will present Group Studio to De Anza Student Activities next week.
        - o Luminis Team will need to approve groups.
        - o Will have a quick guide – how to use.

- o Rollout Group Studio for Winter quarter.
    - o Target Messages/Emails – need policy for authorization when sending.
    - o Single sign on for Meeting Maker & Eudora – GFC did not work.
  - Financial Aid
    - o Migrating from Plus to Banner – '09-'10.
    - o Common matching issues.
    - o Do not have form for reconciliation yet.
    - o Higher one interface – 4 new card files every quarter.
    - o Get ready for '11-'12.
    - o Closed 1st week of December.
  - Instructional Support
    - o Need for better communication.
        - ➢ Would like a central location for reporting & tracking Banner issues.
            - ▪ In progress – Group Studio for Banner issues.
        - ➢ End users are not getting changes in procedures.
    - o Fine grain security access – formal procedure.
    - o Need assistance with closing scheduling windows.
    - o Updates when top code changes.
5. IA Plus Decommission.
  - Still some batch interface.
  - Close out update access – view only.