EIS Technical Meeting
April 11, 2011, 10:00am-11:00am

Attendees: Chien Shih, Joe Lampo, Jerrick Woo, Tom Roza and Kari Elliott (note taker).

1. Grade Roll – Academic & Professional Matters Committee Concerns:
   - Faculty missing entering a student's grade.
     - Asking for a report that lists students and grades available on webpage.
     - Faculty can confirm grades on roster.
     - Online instructions tell faculty to confirm grades on roster after entering.
     - Need to confirm documented in instructions.
   - Students are confused about which button to push to view grades:
     - Push 'View Grades' button or another button (Unofficial Transcripts).
     - Students cannot see grades until grades are rolled.
   - Students need to drop themselves from waitlist before adding themselves using an add codes:
     - Still happens occasionally.
     - RA code – not baseline banner.
     - RA should not be an option for waitlisted students (RA is available in drop down menu.
     - Need to know why students still need to drop themselves from waitlist.
     - Need to know purpose of RA.
2. Appworx:
   - UC4 consultant hours needed for user training.
   - Tom is confident Hasan can install software without professional hours.
   - Chien suggested contacting Eric Reznick from San Mateo College to see their setup – Tom will coordinate visit.
3. FERPA Training Issue:
   - Put video currently using for training online.
   - Request made for closed captioning on video – funding issue.
   - Need to find out if part of original scope; can post a PDF file of video transcript for hearing impaired.

Take Away Items:
1. San Mateo visit to see Appworx setup – Tom coordinating.
2. Explanatory text for faculty (online & instructions) when entering grades.
3. Verify student grade availability & which option to use for viewing.
4. Clarify RA code.
5. Foundation status.
6. BDMS – updated instructions (Matt/Ryan will work on conversion).