

Technical Meeting Minutes

January 14, 2013

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

1. Integrated Development Environment (IDE) for the future - propose to look into IntelliJIDEA, HTML5, Mobile and Banner 9 (2013 project).
2. Virtualization project round table - infrastructure, migration group approach, shared storage, single sign on security, resiliency, DR.
 - Create internal project team.
 - Proposed Schedule:
 - Complete assessment – end of January 2013.
 - Waiting for preliminary report from VMWare.
 - Begin reviewing report – February 2013.
 - Have platform in place – Spring/Summer 2013.
3. Training –early 2013, onsite.
 - PL/SQL training scheduled for February 12-14, 2013.
 - Review, advanced topics, packages.
 - Grail, Groovy training early next year (5 day training boot camp) – June 2013.
 - Java pre-req for training.
4. ID Card Replacement.
 - Phase I – Find vendor for equipment and minimum database; not an ID card system, will not need to do an RFP.
 - Phase II – Separate from Capture, remove release stations from labs.
 - Cannot remove release stations; colleges want to use card for printing.
 - Phase III – Create specs with colleges' student government, expansion of current Dashboard.
 - Sent Capture file to change ACM on active students.
5. Pay to Stay – Eliminate need to drop for nonpayment.
 - Use third party for installment plan; needs to be able to verify third party payment students (financial aid, veterans) by checking in Banner.
 - How to handle students who pay cash?
 - Improve notification & rolling drop for non-paid courses to improve enrollment.
 - Drop course student has not paid for instead of dropping by outstanding balance; student would not be dropped from classes already paid for – will need to have real time drops working.
 - More research is needed
 - Utilize texting option to notify students.
6. Foothill early Summer Session – separate De Anza Financial Aid from Foothill Financial Aid.
 - Kevin Harral (Foothill Financial Aid) asking for another waiver from board of education; waiver granted, tables will not have to be separated by March 2013.
 - Use work around from last year.
7. Auto-transcript – process automatically into Banner.

- Colleges want to use OCR; researching other options
 - Transcripts will be required to be electronic by end of 2013.
8. Discuss Exchange calendar list for group access – no implementation date yet.
 - Short term solution – moderator.
 - Marketing teams are ok with short term solution.
 - Creating alias list.
 9. Liquid office using in using CWID and Portal password – early next year.
 - Replace server with Measure C funds, then download software from Liquid Office.
 - Implement after Oracle 11g conversion.
 10. Real time drops (Jim/Matt) – Implement Spring Quarter 2013.
 - Needed for census date and drop for nonpayment.
 - Test late-February 2013.
 11. Email/Calendar Update.
 - Working on Email Retention Policy.
 - Need additional protection to Exchange server.
 12. Oracle 10g to 11g Conversion – complete early February 2013:
 - January 11, 2013, step 1 of upgrade – successful, currently testing.
 - January 18, 2013, upgrade HP-UX to version 11.31.
 - January 22, 2013, point to PRODN.
 13. Faculty Leave Reporting.
 - Implement March 2013 – on target.
 - Foothill PE will begin using first week of February 2013 at division meeting.
 - Will be using leave reports for Winter quarter; Susan will try to get copies for Nancy to test.
 14. SARS/eSARS – Phase II.
 - Ready to begin training De Anza Financial Aid on messaging.
 - Test texting January 9, 2013 – was successful.
 - Need to decide if student opts out from receiving one department's messages, if it includes receiving messages from other departments – Core team decision.
 - Receive report from SARS of students who opt out; need place to record in Banner.
 - eAdvising installed; need link in MyPortal.
 - Meet with De Anza counselors in 2 weeks.
 - Reports are not in correct format – Jerrick is working with PSME/SARS.
 - Foothill PE will go live January 7, 2013 with SARS TRAK.
 - Community Ed users sign in with phone numbers; need list of Community Ed users to create filter.
 15. FSA Atlas Platform Go Live Spring quarter 2013.
 - Integration completed – need to run data import.
 - De Anza interface setup is complete; Foothill needs to provide data to be converted before interface setup can be completed.
 16. FLAC – NBAJOBS freezing:
 - Still occurs occasionally.

17. De-provisioning of Email Accounts.

- Need a formal separation policy from District.
 - Work with HR to form policy (Joe Moreau/Suzanne Pfeiffer).
- Other option is to cleanup accounts every 3 months.

18. Security – Granting Access.

- Need process for non-employees with INB access (Gilbane, etc).

19. Course Studio – who provides support for?

- Julie Ceballos for De Anza; need contact for Foothill

20. OmniUpdate.

- Contract will be signed after June 30, 2013 based on the decision made by Kevin.

21. Touchnet Credit Card Payment.

- Working with Utah Community College.
- Less frequent of socket reset error.
- Tom is working with CCD and Touchnet to close this out, he needs to report back the follow up status

22. De Anza Library Migration.

- Waiting for statement of work from vendor.
- Implement May 9, 2013.

23. BDMS.

- Training for Susan needed.