

Technical Meeting Minutes

January 7, 2013

Attendees: Chien Shih, Matt Rapczynski, Tom Roza, Jerrick Woo, Susan Malmgren, Joe Lampo 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.
 - Collecting data and uploading into VMWare warehouse.
 - Receive preliminary report end of week.
 - Begin reviewing report – February 2013.
 - Have platform in place – Spring/Summer 2013.
3. Training – early next year, 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.
 - Need to run an expiration change ACM in Chip net for Capture cards with expiration date 12/31/2012; new expiration date will be 12/31/2013. (monitoring at Foothill)
5. Pay to Stay.
 - Only way to meet implement for Spring quarter 2013 deadline from colleges.
 - Nelnet or Touchnet payment installment– will not need to change payment gateway.
 - Limit the project scope of payment plan and enrollment enhancements.
 - 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.
 - When changing grading method, there is no pay now button; need to add.
 - Meeting scheduled January 11, 2013, 8:30am-10:00am, D260.

6. Foothill early Summer Session – separate De Anza Financial Aid from Foothill Financial Aid.
 - Ellucian consultant available to be onsite January 8-9, 2013.
 - 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; Do not want to do; labor intensive and will soon be obsolete.
 - Transcripts will be required to be electronic by end of 2013.
 - Meeting scheduled January 10, 2013 to discuss further.
8. Discuss Exchange calendar list for group access – no implementation date yet.
 - API solution – outside interface to Exchange; will allow users to post events to private calendars.
 - Short term solution – moderator.
 - Long term solution – create a listserv ETS maintains; research Mailman mailing list manager.
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.
 - 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.
 - eAdvising installed; need link in MyPortal.
 - Began testing with counselor and students at De Anza.
 - CHAT issue has been resolved.
 - Reports are not in correct format – Jerrick is working with PSME/SARS.
 - Foothill PE will go live January 7, 2013 with SARS TRAK.
 - Some classes were not setup; were not originally part of setup.
 - Remote terminal setup – ticket with Call Center.

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).
 - Need to confirm gateway to use for remote INB access – Tom.
19. Course Studio – who provides support for?
 - Julie Ceballas/Luminis Team.
20. OmniUpdate.
 - Have agreement from vendor for enterprise model.
 - No money to purchase before June 30, 2013.
21. Touchnet Credit Card Payment.
 - Implemented WebLogic in production November 14, 2012 – no payment issues reported.
 - Zip codes entered with a dash will not authorize per Bank of America.
 - Need to put message to enter 5 digit zip code.
22. De Anza Library Migration.
 - Waiting for statement of work from vendor.
 - Implement May 9, 2013.