

## **EIS Technical Meeting**

### **June 20, 2011, 10:00am-11:00am**

Attendees: Chien Shih, Bill Baldwin, Jerrick Woo, Drake Lewis, Tom Roza, Susan Malmgren and Kari Elliott (note taker).

1. Security Report:
  - Review & certify in afternoon's Core meeting.
2. Dorene Novotny's request:
  - Track how many faculty have accepted online contracts.
  - Setup email for sending out (central district HR).
  - Notification when contracts will be online to faculty – modify Faculty Tab (date online and how long).
    - Drake will give Margaret Michaels and Debbie Haynes capability to send broadcast message.
3. Security - Audit for Tables (SGASTON audit trail):
  - How many Student forms have audit feature (out of box; snapshot of record & who modified).
  - Archive CCCApply upload since May 2010 – Tom.
  - Custom form from CCCApply for suspense file needs to have an audit trail – Tom.
4. Degreeworks:
  - Go Live September 1, 2011 for faculty.
  - Go Live Winter quarter for students.
  - Still working on single sign on.
5. Old Portal:
  - Tom will check to see if old portal is being used.
  - No problem with leaving old portal running.
6. ARGOS:
  - Training went well.
  - Send out survey questions to participants this week – Kari.
  - Will bring back trainer August 10, 2011.
  - Data structure – people in wrong folders
    - Cannot tell who has access to what because of encryption according to Ryan Anthony.
    - Tom will have Ryan send what he has setup to Susan.
  - ARGOS Users Report – Jerrick.
7. BDMS:
  - Verifying data completion.
  - Foothill equipment setup is complete.
  - Confirmed colleges are doing final check of system.
  - Discuss date to freeze Hershey at June 23, 2011 weekly Student meeting.
8. Summer Registration:
  - 13,300 registered at De Anza; 8,200 registered at Foothill.
  - Spike in registration today – 400 in ½ hour.
  - Banner was slow this morning – 1,100 concurrent Luminis sessions; need to know why Banner slowed down.
9. Fall Quarter Registration:
  - Run time tickets today for De Anza.
  - Everything prepared for July 7, 2011 registration at De Anza.

- Summer grade roll will be mid-August; students won't be dropped for ineligibility until then.

10. Colleges Issues/Requests:

- SARS – Stephen Fletcher wants to be able to make appointments for students to take placement tests.
- ETS setup passwords/access.

Up Coming Projects:

1. Faculty Leave & Substitute Pay – how to handle at both colleges.
  - Design form on line that is fill able for faculty – ETS involvement February 2012.
2. ETS Project Website Depository.
  - Similar to Banner Issues list; updated on a weekly basis by Pam Eberhardt.
  - Any project costing more than \$5,000 & longer than 4 weeks to complete needs to go to Chien to be prioritized.