EIS Technical Meeting
June 27, 2011, 10:00am-11:00am

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

1. Capture card – recommend leave as is and phase out next year.
2. Dorene Novotny's request:
   - Setup email for sending out (central district HR).
   - Notification when contracts will be online to faculty – colleges responsibility to notify (target announcement; will leave audit trail).
   - Faculty Association agrees to target announcement.
   - Setup email announcement similar to ProCard when contract changes.
3. Degreeworks:
   - Go Live September 1, 2011 for faculty.
   - Milestones for July – test historical students at both colleges in PRODN.
   - Milestone for August – testing.
4. Old Portal:
   - Tom will check to see if old portal is being used.
   - No problem with leaving old portal running.
5. ARGOS:
   - June 30, 2011 – have reports on Report tab.
   - Fine tune setup process.
   - Joe will review list of reports to be completed and dates of completion.
   - Upcoming training in August.
6. BDMS:
   - Set up Go Live Readiness meeting this week – June 29, 2011, 1:00pm-2:00pm at D260.
7. Fall Quarter Registration:
   - Everything prepared for July 7, 2011 registration at De Anza.
     - Time tickets have been run.
   - Summer grade roll will be mid-August; students won't be dropped for ineligibility until then.
   - Foothill early Fall registration – July 21, 2011.
8. Colleges Issues/Requests:
   - SARS – Stephen Fletcher wants to be able to make appointments for students to take placement tests.
   - ETS setup passwords/access.
9. SARS – both colleges are using:
   - See if Banner function can be used.
10. Auto-enrollment in payment plan:
    - Meeting this afternoon.