

Technical Meeting Minutes

May 7, 2012

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

Agenda Items:

1. Summer quarter early start preparations (Foothill).
 - May 5th, Day on the Hill; no problems reported, registered 133 students.
 - May 9th start priority registration.
 - 17,300 time tickets issued.
2. Students do not always hit submit button when using add codes; assume validation message means class has been added.
 - Instructions are correct; students do not always read.
 - Add info text to page; message authorization pop up screen. (Joe/Drake)
3. Grade submission – have message grades have been submitted successfully.
 - Have code from another college to use – Jerrick.
4. Banner performance issue.
 - Need to have Tonette repeat process in PRODN, per Chien's request, Tom will follow up.
 - Unexpected problem occurred in production which was not seen in PRODN last week; Tom will update.
5. Oracle 10g to 11g conversion.
 - Need 4 hour outage window for micro code upgrade; colleges agreed to May 5, 2012.
 - Need 8-10 hour outage window for hardware upgrade.
 - Need 6-8 hour outage window for HP UX upgrade.
 - NO windows are available until mid-July.
 - Waiting for clarification from Robby Wright.
6. Faculty Leave and Substitute Pay.
 - Have begun working on Payroll interface.
7. Mail and Calendar replacement – July 1, 2012.
 - Add a timeline to webpage.
 - Sandbox ready by end of day.
9. Additional PL/SQL training.
 - Schedule 3 day training after August 1, 2012; before Fall quarter.
 - Invite Vicki, Hasan and Institute Research.
10. SARS/eSARS.
 - De Anza Testing/Assessment Center is live; no problems to report.
 - PR out for texting module; text option extra \$30 a month for synch card, getting new quote.
 - Will train all Foothill departments at once; start setting up storage compartments for each department.
 - Need a hands-on training setup in D270.

11. FSA Atlas Platform.

- Install servers this week; platform ready for testing in May (Tom).
- Need two more tables from Foothill International Students office (Jerrick).
 - Tables no longer needed per Sherri Mines.
- Banner Recruitment module has some features International Students offices could use; waiting for feedback.

12. BDMS – Disabled Students.

- Began installing software on desktops at Foothill; Tom working with John Vandercook.
- Training can begin once software has been installed.

13. SPEEDE – Texas server still receiving transcripts; no longer use since using Credentials Inc.

- More details needed.

Critical Objectives for first half of 2012:

Campus wide impact – need to ensure success

1. CALPERS Conversion.

- Upload/download.
- FOAPs have not been entered yet.
- Full test July 11, 2012; payroll cutoff July 20, 2012.

2. 10g to 11g Conversion.

3. Email/Calendar implementation.