Attendees: Chien Shih, Fred Sherman, Dorene Novotny, Suzanne Pfeiffer, Letha Jeanpierre and Kari Elliott (note taker).

1. **Team Accomplishments:**
   - ARGOS Roll Out Plan.
     o Follow up training scheduled for week of August 29, 2011.
       ▪ Reserve 2 days of training for advance training, 1 day for beginner training.
       ▪ Will use Susan Malmgren for further training.
   - Summer Registration Completed:
     o 24,401 registered at both colleges.
   - Fall Registration.
     o 14,486 registered at De Anza.
     o 1,962 registered at Foothill.
   - Finance successfully completed year end close.
     o Fiscal year end will be closed on schedule August 2, 2011; no issues anticipated.
   - Financial Aid and College Cashier offices successfully completed the new fiscal year disbursement July 11, 2011; first time in Banner.
   - Foundation will begin payroll pledge deduction from employees July 1, 2011; payroll pledge of 200+ employees migrated on July 1, 2011.
2. **Project Status:**
   - Banner Document Management Systems (BDMS).
     o On target for August 1, 2011 go live; conversion to production completed July 11, 2011.
     o Foothill has legacy data to be converted, will not be done for initial go live.
   - Degreeworks – on target.
     o Production system environment ready July 29, 2011.
     o Complete first round of testing August 12, 2011.
     o Production testing begins August 15, 2011.
     o Faculty will go live on September 26, 2011.
     o Student go live Winter quarter 2011.
   - Faculty Association Contract date vs. Banner start date.
     o Move all first week class start dates to quarter start dates; leave the rest of the classes alone to follow Banner operating procedure.
     o Implement hybrid solution Winter quarter to give time to broadcast to students.
     o Technically ready; script to be written.
     o Users need to test after Fall quarter begins.
     o Policy decision to be made and announcement made to students.
     o No testing has been done yet; pre-test on technical level.
   - 320 Report.
     o P3 filing filed on schedule, July 15, 2011.
     o Foothill Apprenticeship has coding error; De Anza may have the same coding error.
   - Foothill Distance Learning Open Class List (Late Adds) – Open Class List Proposal.
     o Proposal & schedule attached.
     o Implement Open Class list in August.
     o Implement Foothill Distance Learning Late Adds for Fall quarter.
       ▪ De Anza opted not to use Late Add option.
     o Code finished; reviewed by ETS.

- o Will bring to next Core Committee Meeting.
- Drop for Nonpayment.
  - o De Anza will drop for nonpayment for Fall quarter.
  - o Foothill will not drop for nonpayment for Fall quarter.
- SARS/eSARS.
  - o Both colleges are running different versions with different feature sets on two different hardware platform configurations.
  - o Need to unify system platform.
  - o Develop common features
  - o Window based system.
  - o Need standard to deploy for Mac users.

- Faculty Leave and substitute pay Banner integration (EPAF Replacement).
  - o Project team formed.
  - o Project schedule.
    - Specification ready – mid-September 2011.
    - Faculty Association approval – end of October.
    - Dean and department approval – mid December.
    - ETS programming – end of February 2012.
    - Roll out – end of Spring quarter, April 2012.
- 3CBG Presentation.
  - o Sign up process in place; 24 FHDA employees signed up to date.
  - o Conference date, September 29, 2011; deadline to sign up August 15, 2011.
  - o FHDA has two presentations and co-sponsor one panel discussion
    - Presentation - ARGOS implementation, Student Dashboard.
    - Panel Co-Sponsor - Financial Aid and Cashier office disbursement process.
- Budget (Banner Implementation).
  - a) Scheduled to completion $245,700
  - b) Budgeted $228,000
  - c) Contingent $900,000

3. **Other Topics:**
- Workflow.
  - o Decision has not been made to purchase.
  - o Would be a major module implementation.
- APEX (Oracle Application Express Rapid Development Tool).
  - o ETS still investigating.
  - o Demo at next meeting.
- Review of Open Class List for student registration at next meeting.

Requirements for Student Class List Channel

Attendees: Chien Shih, Joe Lampo, Drake Lewis, Matt Rapczynski and Kari Elliott (note taker).

Student Class Channel:
- Select Term/College
- Select Department
- Drop down menu (closed, open, cancelled classes)
- Open class list/closed class list.
    - Query current status of classes at capacity.
    - Show list of closed classes.
    - Allow wait listing – provide link to waitlist page.
- Hot classes list.
    - Newly created sections.
    - Pull by date created, not activity date – within the last two weeks.
    - Chili pepper icon to indicate hot class
- Offer to display classes in other departments in Division.
- Late adds (for Foothill Distance Learning only).
- Link to catalog and Fall schedule.

Phase 1 - Schedule (complete by July 21, 2011):
0. By term/college.
1. Search criteria (dept).
2. Drop down menu (open, closed, cancelled classes).
3. Go (list will include):
    - Chili pepper icon, CRN#, Title, Instructor, Room #, Date, Link.

Phase 2 - Schedule (complete by September, 2011):
1. Late adds (for Foothill Distance Learning only)
2. Allow wait listing – provide link to waitlist page.
3. Link to catalog and Fall schedule.

Screen Shot of Latest Class Information Student Tab Channel

| All Users | Employees | Banner | Students | Faculty | Reports | | June 28, 2011 |

Student Portal Services ☐☒☒

Registration Tools (see Student Registration Guide for help)
▸ Get Date to Register
▸ Look Up Classes
▸ Add or Drop Classes
▸ Change Class Options (Pass/No Pass)
▸ View Holds
▸ Make a Payment

Resources
▸ Update Personal Information
   Review or change your e-mail address, mailing addresses and phone numbers.

▸ View Class Schedule by Term
▸ View Grades
▸ Unofficial Transcript
▸ Placement Test Results
▸ Order Foothill Parking Permit
▸ Order De Anza Parking Permit
▸ Order Foothill Official Transcript
▸ Order De Anza Official Transcript
▸ Request Enrollment Verification

Go to My Courses / Course Studio
A communication and collaboration tool.

My Account ☐☒☒

2011 Spring Foothill $0.00
2011 Summer Foothill -$1.50

Account Balance $0.00

Online Learning Resources ☐☒☒

Foothill College and De Anza College offer many course sections designated as either partially or completely online. To access these courses, visit your campus online learning Web site. **Note:** The page will open in a new window. Please return to your MyPortal page to log out.

At De Anza, a distance learning course will include a Z at the end of the course section.

De Anza Distance Learning

Latest Class Information ☐☒☒
Term & College: 2011 Summer De Anza
                 2011 Summer Foothill

Select Subject: Accounting-DA
                Administration of Justice-DA
                Anthropology-FD

Options: Select
         Open Classes
         New Classes
         Closed Classes
         Cancelled Classes

Display Classes   Reset

4