

**EIS Steering Committee
June 28, 2011 Meeting Notes**

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

1. Overall Project Status:

- ARGOS Roll Out Plan.
 - Follow up training scheduled for week of August 29, 2011.
 - Training will be hands on; follow up to June training.
 - Currently collecting user feedback from June training to setup agenda.
- Foundation.
 - Name characterization – meeting with A & R offices this week to discuss protocol.
 - Unique email/duplicate ID.
- Fall registration.
 - Ready for De Anza's early registration; moved up to July 7, 2011.
 - 29,000 date to register tickets issued.
- Banner Document Management System (BDMS).
 - On target for June 30, 2011 go live.
 - Pre-2007 Hershey data for Foothill still needs to be converted but will not impact go live date (not upgraded when Hershey was updated).
 - Move into production this week; users will certify.
 - Tom Roza will lead project while Chien Shih is on vacation, July 4-8, 2011.
- Degreeworks.
 - Production environment ready by July 15, 2011.
 - Test in production – August.
- Faculty Association contract start date vs. Banner class start date.
 - Move all first week classes start date to quarter start date (12 am, Monday morning); leave the rest of the classes alone to follow Banner operating procedure.
 - Implement hybrid solution Winter quarter to give time to broadcast change to students.
 - May delay implementation as Fall schedule has been moved up.
 - Will continue to plan and deal with roadblocks as they come up.
- 320 Report.
 - Request made for exception because of changes to be made for Summer quarter; will need to make Summer quarter right for next year.
 - July 15, 2011 filing date; can run directly from Banner – shorter fun time.
- Foothill Distance Learning open class list – Open Class List proposal.
 - Review proposal and schedule handout.
- Drop for Nonpayment.
 - Prior discussion is to adapt the no change option – keep current process, drop on a set schedule.
 - De Anza will be dropping for nonpayment for Fall quarter.
 - Foothill will not be dropping for nonpayment for Fall quarter.
- Budget (Banner Implementation):
 - Scheduled to completion \$300,000
 - Budgeted \$228,900
 - Contingent \$900,000

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 (**subset of open class list; not a separate list-Steering Committee comment**).
 - Newly created sections.
 - Pull by date created, not activity date – within the last two weeks.
 - Chili pepper icon to indicate hot class (**footnote to indicate what chili pepper icon means-Steering Committee comment**).
- 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) – **does not establish another waitlist; will add to faculty roster-Steering Committee comment.**
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 UsersEmployeesBannerStudentsFacultyReports

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](#)

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