<p align="center">**EIS Steering Committee**
May 24, 2011 Meeting Notes</p>

Attendees: Chien Shih, Fred Sherman, Kevin McElroy, Sherri Mines, Suzanne Pfeiffer, Dorene Novotny and Kari Elliott (note taker).

1. Overall Project Status:
    - Summer registration on target to start May 25, 2011.
        - Student team still meets on a weekly basis.
    - Banner Document Management System (BDMS).
        - On target for June 30, 2011 go live.
        - Single sign on working
        - Scheduled meetings with Finance and Purchasing May 26, 2011.
    - 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 Fall quarter to give time to broadcast change to students.
            - Kathleen Moberg explained how Faculty Association mandate would impact enrollment negatively; students would not be able to add a class with openings online once classes start – would have to get add code from faculty in person.
            - Classes may get cancelled.
            - Handed out impact statement for review.
    - 320 Report.
        - 8.4 patch fully integrates 320 report into Banner; 8.4 patch is in Production.
        - New 8.5 patch would speed up running of report – currently researching.
        - Working with John Mullen to discuss discrepancies in FTE; may not have been accurate in Legacy (inflated WSCH).
    - Foothill Distance Learning open class list – Open Class List proposal.
        - Develop MyPortal channel to allow students to view list of open classes, closed classes and recently added classes with a link to faculty email for students to request add code.
        - EIS Core Committee and Student team recommend MyPortal channel for Fall quarter.
        - ETS will figure out a way to add students to class roster after class starts for distance learning classes.
    - Drop for Nonpayment.
        - Need for District wide policy; colleges are currently discussing – need policy to come from Steering Committee.
        - Cashnet (3rd party payment installment plan) would resolve need for drop for nonpayment according to Letha, but this is also in discussion at this moment. Students would be diverted to an installment plan.
            - Currently use Touchnet payment gateway; can only have one payment gateway, Cashnet is also a payment gateway.
            - Cost is too expensive.
        - Banner has a payment plan option – need to look into.
        - Kevin made several comments concerning drop for nonpayment:
            - Stick with current process and set drop for nonpayment dates.
            - Students are familiar with process.
            - Bring De Anza's decision to no drop for nonpayment to Chancellor staff.
            - Need a single unified policy across the district.

- ARGOS Roll Out Plan.
  - Review handout.
- Budget:
  - $300,000 to complete implementation.
  - $900,000 in contingency.