

EIS Steering Committee
September 27, 2011 Meeting Minutes

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

1. Team Accomplishments:

- BDMS (Banner Document Management System).
 - Both colleges A & R offices went live on schedule.
 - Foothill still needs to enter scanned transcripts manually into Banner.
 - Need to research way to enter scanned transcripts & electronically received transcripts into Banner automatically.
 - De Anza's new scanner on order.
 - Project team preparing for next go live target – Finance/Purchasing.
- Fall Registration.
 - 23,122 registered at De Anza.
 - 15,864 registered at Foothill.
- 3CBG Conference – September 29, 2011 (Walnut Creek Marriott).
 - 48 FHDA users registered.
 - 2 presentations and 1 panel discussion sponsored by FHDA.
- Fast Class Finder application for students.
 - Went live September 6, 2011.
 - Well received by students.
- Foothill Distance Learning Late Add application.
 - Went live September 23, 2011.
 - De Anza Distance Learning was not interested in application.
 - Can be used for regular classes, but Student team opted not to use application.

2. Project Status:

- Banner backfill dollar allocation plan.
 - Deadline for Team leads to submit request – September 30, 2011.
 - 60% have submitted requests already.
 - Discuss in next Core Committee – October 3, 2011.
- Degreeworks.
 - Foothill.
 - October 3, 2011 go live for counselors.
 - January 9, 2012 go live for students.
 - De Anza.
 - October 19, 2011 go live for counselors – De Anza may also go live October 3, 2011.
 - January 9, 2012 go live for students.

Faculty Association Contract date vs. Banner start date.

- Move all first week class start dates to quarter start dates; leave the rest of the classes alone to follow Banner operating procedure.
- Completed 4 test sessions – 2 more scheduled this week.
- Need to broadcast to faculty and students – working with Registrars on communication plan.
- Report to Steering Committee results of test at October 25, 2011 meeting.
- SARS/eSARS.
 - Phase I – training the college administrators.

- Estimate cost of training - \$6,000.
 - Each college will pay \$3,000 for training costs.
 - Training has been setup (October 11-13, 2011) and an email has been sent to both colleges.
 - Phase II – platform consolidation and support procedures – TBD.
 - Phase III – Stephen Fletch request for eSARS.
- Faculty Leave and substitute pay Banner integration (EPAF Replacement).
 - Project team formed.
 - Project schedule.
 - Specification ready – mid-September 2011.
 - Dean and department approval – end of October.
 - Faculty Association approval – end of November.
 - Final approval of specs – mid-December
 - ETS programming – end of February 2012.
 - Testing – March 2012.
 - Roll out – end of Spring quarter, April 2012.
- Oracle Database upgrade and Disaster Recovery Site.
 - Upgrade Oracle database from 10g to 11g by January 2012.
 - Move test & development incidences to Disaster Recovery site.
 - Virtualize Disaster Recovery site by middle of 2012 for hot site backup.

3. Upcoming Projects

- Banner and Curriculum Management System integration.
 - Meeting with both colleges.
 - Next step – Core Team evaluation.
- Banner and Placement Test integration.
 - Project formulation.
 - Kathleen Moberg will be the lead for De Anza; Laureen Balducci will be the lead for Foothill.
- Banner Student Installment plan.
 - RFP

4. Budget (Banner Implementation).

a) Scheduled to completion	\$245,700
b) Budgeted	\$228,000
c) Contingent	\$900,000