Student Weekly Meeting Minutes
April 11, 2013, 8:00am-9:00am

Attendees: Chien Shih, Tom Roza, Susan Bloom, Nazy Galoyan, Jane Swanson, Joan Pena-Ferrick, Veronica Aparicio, Bill Baldwin, Susan Malmgren, Joe Lampo, Jerrick Woo, Kathleen Moberg and Kari Elliott (note taker).

Standing Agenda Items:
1. 11g Conversion Issues.
   - Single sign-on for Mac users into INB does not work; patch works for operating systems 10.6 and newer.
      - Tech Services has list of INB users and are identifying users with older Macs.
      - Once identified, will begin upgrading the older Macs.
   - CCCApply SWAMATCH module issue; working with Lee McDonald to resolve.
2. Spring Registration.
   - 21,400 registered at De Anza.
   - 12,800 registered at Foothill.
3. Winter Grade Roll.
   - In progress; no issues to report.
4. Pay to Stay Project – implement Fall quarter 2013 or later.
   - Use Touchnet for installment plan; needs to be able to verify third party payment students (financial aid, veterans) by checking in Banner – implement by Fall quarter.
   - Senior staff at De Anza do not want to do rolling drops, want to drop students right away for not paying or signing up for an installment plan when registering.
   - Setup separate meeting following weekly Student meeting for Pay to Stay team meetings.
5. ID Card-Smart Card Project – Replace Capture Card by end of year.
   - Separate printing services from Capture Card.
      - Deadline Fall quarter.
   - Reviewing vendors.
6. Need to separate Foothill Financial Aid from De Anza Financial aid in Banner because of Foothill's early Summer session.
   - Use same work around from last year's early summer; waiver granted for one more year.
   - Will still need to separate tables for next academic year.
      - Kevin Harral is talking with the Department of Education, may not need to separate.
   - Registration dates for Summer sessions will begin May 4, 2013.
7. Open CCCApply – convert June 2014.
   - Begin early 2014.
   - XAP will maintain current CCCApply.
   - International Students offices want to automate application process; currently use paper application and enter info manually.
      - New Open CCCApply has a module for International Students..
8. Need to change enrollment priorities for Fall 2014.
   - Based on different parameters which change from quarter to quarter not on number of units.
   - Waiting for specifications – Institutional Research will provide end of March.

- Need to communicate change to students end of this academic year.

9. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
   - Patch slowed process.
   - Ellucian recommended building a new index and removing index hints.
     - Made changes and saw some improvement.
     - Will clean up table routine before running apply/unapply process.

10. Banner Bill Payment Gateway stopped functioning March 25, 2013.
    - Monitor routine to detect errors did not detect error; monitor routine has been fixed.
    - De Anza has 217 transactions to post manually, Foothill has 141.
    - Tickets with Touchnet and with Action Line.

11. Review list of projects Jerrick Woo and Xiaobin Li are working on.
    - Working on programming for student success checklist.
      - Complete mid-April.
    - Show term student has balance only (Xiaobin Li).
      - Implement March 25, 2013.

12. Legacy sunset date – June 30, 2013:
    - Complete moving data over by end of April; 2 months to test.
    - Recommend disabling access to users before sunset date.

13. Census:
    - Auditors Report spec completed and colleges approved; need report completed before May 2013.

14. BDMS:
    - Student records on microfilm, microfiche, old CDs; need way to access records.
      - Joe Lampo will follow-up.
    - Cannot index batch scans easily; batch becomes locked if users stops and returns later to index.
      - Ryan Anthony will give users ability to unlock sessions.

15. Counselors would like placement score view added to dashboard; complete end of March.

16. Degreeworks – 4.1.1 installed in Production January 4, 2013:
    - Unhooked exemptions – monitoring.
      - Have report to check.
    - Incorrect courses come up for some students; sometimes self corrects over night.
      - Need update from Action Line.
      - Affects Financial Aid students.
    - Ed plan already approved missing – ticket with Action Line.
      - In database but cannot pull up in Degreeworks.
    - IGETC – Complete by end of April.
      - Currently testing.

17. SARS/eSARS Phase II – complete January 31, 2013:
    - Need place in Banner to store students' numbers who opt out of receiving messages.
    - Can report and update students who opt out.

18. Security:
    - Cannot add Degreeworks security class.
      - Cannot add new users; number of users maxed out.

19. Faculty Leave Reporting – Go Live April 22, 2013:

20. Financial Aid Refunds Issue:
    - Asking for consultant help with Financial Aid refund process; would like consultant to be onsite.
    - Job takes too long.
21. Student Upgrade Package.
    - In PRODN; ready for testing.
22. Repeatability needs to be removed from all courses (State mandate) – effective Fall 2013.
    - De Anza has removed all repeatability on SCACRSE in repeat details area as of Fall 2013 and is currently removing repeatability from SCADETL in equivalent area for Fall 2013.
    - Courses belonging in "families" (Physical Education and Creative Arts areas only) will limit students to no more than six (6) courses within that "family".
        o "Families" will be determined district wide.
        o Colleges are currently discussing how both colleges will address "family" of courses at either campus.
        o Equivalencies with both schools need to be confirmed with those courses (equivalencies) in the "families" being the priority.
        o The form should be ready by April and deadline for both colleges to determine "families" and equivalencies is late March or early April 2013.