Spring Registration Weekly Go Live Meeting Minutes
April 14, 2011 8:00am-9:00am

Attendees: Chien Shih, Stephanie Franco, Jerrick Woo, Bill Baldwin, Veronica Aparicio, Susan Malmgren, Pat Fifield, Shawna Aced, Joan Pena-Ferrick, Kathleen Moberg, Drake Lewis, Gordon Poon, Tom Roza, Joe Lampo, Matt Rapcznyski, Laureen Balducci, Rachel Tai, Henry Jung, Shawna Aced and Kari Elliott (note taker).

1. Review of Degreeworks Audit:
   - Chien will email report with comments to team this week.
     - Components of Degreeworks are working.
     - Degree plans are working.
     - Usage issue – CSU attributes are hard wired to courses; will have to be modified every time courses change.
2. Waitlist/Add Codes:
   - Students have to drop themselves from waitlist to use add codes.
     - Some classes have custom messages, stops add code screen from popping up.
     - Work around – turn off custom messages.
     - SGHE defect – open ticket with SGHE.
3. 8.4 Patch is in PRODN (CalB8.4, Student 8.4.1, SSB):
   - Ready for testing.
   - Will fit in additional steps recommended by SGHE for CalB if needed.
   - In production by May 31, 2011
4. BDMS Update:
   - Have conversion script and instructions from SGHE.
   - Pat Fifield has verified converted data.
   - Ready to do test first pass conversion.
   - Matt has written a script to replace social security numbers with CWIDs.
     - Will reject anything with 10 digits and place in separate Legacy cabinet.
     - Will need audit trail.
5. Transcripts:
   - Do not print correctly with FormFusion.
   - Another option for printing is Open Source software from Apache foundation.
     - Will not change A & R process and is supported by the printers in A & R offices.
     - Transfer courses do not need to be listed; only institution name and number of units is needed.
     - Matt will work with A & R offices to finalize.
6. Log in/timeout Issue – reported by Shawna:
   - Working in INB, go to Student Dashboard (SSB) and is asked to log in, but cannot log in because already logged in.
     - Single sign on issue; can turn on re-login option every time logging into SSB.
     - Matt will look into solution.
7. Security Report:

- Locked accounts have are not part of report because ARGOS does not have access to the table locked accounts are in.
- Will ask for ARGOS to be granted view access to table for report.
- Demo report next week for team leads to review.

8. Course Studio – RA Status Issue:
   - Students with RA status (re-add) cannot be part of member list; Course Studio does not recognize as a registered student.
   - Work around in place (faculty can add students as guests) – Drake sent target announcement to faculty April 7, 2011.
   - RA has been added in user parameter and Banner now recognizes RA students as registered students.
   - RS is another code in Course Studio table that FHDA does not use. Joe will ask SGHE if it is needed for Course Studio.

9. Grade Roll:
   - De Anza Winter grade roll – April 16, 2011.
   - Foothill Winter grade roll – April 17, 2011.

10. Touchnet Payment Gateway Advisory:
    - Touchnet will be down from Midnight to 4am tonight for maintenance.
    - A & R offices will send out a target announcement to students.
      - Rachel will send out for De Anza.
      - Shawna will send out for Foothill.
    - Touchnet outage may affect settlement reports.

Outstanding Student Issues:

1. Add Codes/Drop for Nonpayment:
   - Steering Committee recommends removing students from roster when dropped for nonpayment so add codes will work.
   - Test script to remove students tomorrow; will be ready for Spring quarter.
   - Will run script the week before classes start.
2. Security Fine Grain Access Report:
   - Initial review is complete; working on format.
3. Roombook:
   - Delivered to both colleges; working on second phase development based on colleges' input.
4. P/NP internal Q code – fixed; monitoring.
5. Waitlist Patch – in production; monitoring.
6. Grade Roll excessive run issue:
   - Appworks will resolve.
7. 320 Report:
   - March 4, 2011 training scheduled for Foothill
8. Cashier – Refund for IR drops not working (Instructor drop during refund period).
   - When a student drops all classes through program, does not back out basic fees.