Student Weekly Meeting Minutes
April 18, 2013, 8:00am-9:00am

Attendees: Chien Shih, Mi Chang, Joe Lampo, Stephanie Franco, Nazy Galoyan, Veronica Aparicio, Tom Roza, Jerrick Woo, Rachel Tai, Kathleen Moberg, Bill Baldwin, Moaty Fayek 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, will apply patch when older Macs have been upgraded.
     - 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 – confirmed fixed by both colleges.
2. Spring Registration.
   - 21,500 registered at De Anza.
   - 13,050 registered at Foothill.
3. Winter Grade Roll.
   - In progress; no issues to report.
4. Pay to Stay Project – implement Fall quarter 2013 or later.
   - Touchnet installment plan contract will go to May Board for approval.
   - Colleges want to implement Pay to Stay Fall quarter with installment plan.
   - 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.
     - District looking into ePrintIt for printing services.
   - Reviewing vendors – decision meeting scheduled for May 8, 2013.
6. Foothill Early Summer.
   - Use same work around from last year's early summer; waiver granted for one more year.
   - Registration dates for Summer sessions will begin May 4, 2013.
   - Create time tickets by April 26, 2013.
   - Foothill will do a drop for nonpayment for Summer session; De Anza will not.
7. Open CCCApply – convert June 2014.
   - Begin early 2014.
   - New features do not have but need: if a student has been expelled from prior college and upload test scores.
   - 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 has drafted, meeting scheduled with A &R.
   - Need to notify students with 2 quarters unsatisfactory progress and 150 units not including basic skills Spring quarter.

- o ETS can run report and send list to A & R offices.
- Need to communicate change to students end of this academic year.
9. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
   - Daily manual process can take up to 1 hour; nightly batch run takes 2 hours.
     - o Parameters are the same.
     - o Looking at TGRAPPL process.
10. Review list of projects Jerrick Woo and Xiaobin Li are working on.
    - Working on programming for student success checklist.
      - o Complete mid-April.
11. 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; publicize and turn off end of May or early April .
12. Census:
    - Auditors Report spec completed and colleges approved; need report completed before May 2013.
      - o Matt will test with users April 25, 2013.
13. BDMS:
    - Student records on microfilm, microfiche, old CDs; need way to access records.
      - o Joe Lampo will follow-up.
14. Counselors would like placement score view added to dashboard; complete when new dashboard is available, Summer 2013.
15. Degreeworks – 4.1.1 installed in Production January 4, 2013:
    - Unhooked exemptions – monitoring.
      - o Have report to check; ticket with Action Line.
    - Incorrect courses come up for some students; sometimes self corrects over night.
      - o Need update from Action Line.
      - o Affects Financial Aid students.
    - Ed plan already approved missing – ticket with Action Line.
      - o In database but cannot pull up in Degreeworks; Jerrick has work around.
      - o Not using 4.1.1.
    - IGETC – Complete by end of April.
      - o Currently testing.
16. Security:
    - Cannot add Degreeworks security class.
      - o Tried to add new dean but could not add security class.
      - o Need to do manual extract between Banner and Degreeworks.
17. Faculty Leave Reporting – Go Live April 22, 2013:
18. Financial Aid Refunds Issue:
    - Change process; labor intensive, may need consultant help.
19. Student Upgrade Package – implement April 26-27, 2013.
    - In PRODN; currently testing.
20. Repeatability needs to be removed from all courses (State mandate) – effective 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".

- Equivalencies with both schools need to be confirmed with those courses (equivalencies) in the "families" being the priority.
- The form should be ready by April and deadline for both colleges to determine "families" and equivalencies is late March or early April 2013.
- CALB Upgrade (with form for "families") programming not going well and may not be ready.
- Backup plan – create reports, will be manual process for A & R offices.