Student Weekly Meeting Minutes
April 25, 2013, 8:00am-9:00am

Attendees: Chien Shih, Tom Roza, Joe Lampo, Jane Swanson, Matt Rapczynski, Nazy Galoyan, Stephanie Franco, Kent McGee, Veronica Aparicio, Joan Pena-Ferrick, Bill Baldwin, Jerrick Woo, Kathleen Moberg, Rachel Tai, Laureen Balducci 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.
     - Waiting for upgrade schedule from Tech Services.
2. Spring Registration.
   - 21,380 registered at De Anza.
   - 13,000 registered at Foothill.
3. Winter Grade Roll.
   - Foothill done; De Anza will do 1-2 more.
   - Look into better coordinating grade rolls between the colleges for Spring grades.
   - Have better message reminders for faculty in roster like census.
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 – still in discussion.
   - 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.
     - ID Card vendor contract will go to Board for approval in June; begin implementation after approval.
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 April 26, 2013.
   - Foothill will do a drop for nonpayment May 31, 2013; 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.
    - Jerrick working on list to send 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.
        - TGRAPPL and TGRFEED may be root cause; consistently inefficient.
        - TGRAPPL runs multiple times; same data, 4 different terms, different run lengths.
        - M-F, 10-12 hours, and weekends 4 hours; looking into other jobs running concurrently.

10. Student Success Checklist.
    - Working on programming/channel.
        - Complete Summer 2013.

11. Legacy sunset date – June 30, 2013:
    - Complete moving data over by end of April; 2 months to test.
    - Disable access to users April 30; send email to users to test in MyPortal.

12. Census:
    - Auditors Report spec completed and colleges approved; need report completed before May 2013.
        - Matt will test with users April 25, 2013.
    - Roster 4.1 – no release date yet.
        - Confirmation email to instructors after sending census.
        - Double click sensor.
        - Green check mark after electronic signature found in Banner.
        - Have users test in PRODN before releasing into Production.

13. BDMS:
    - Student records on microfilm, microfiche, old CDs; need way to access records.
        - 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.
        - Have report to check; ticket with Action Line.
    - Incorrect courses come up for some students; sometimes self corrects over night – Fixed.
    - Ed plan already approved missing – ticket with Action Line.
        - In database but cannot pull up in Degreeworks; Jerrick has work around.
        - Not using 4.1.1.
    - IGETC – Complete by end of April – Finished.

16. Security:
    - Cannot add Degreeworks security class – Fixed.

17. Faculty Leave Reporting – Go Live April 22, 2013.

18. Financial Aid Refunds Issue:
    - Change process - automate; labor intensive, may need consultant help.

19. Student Upgrade Package – implement April 26-27, 2013.

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".
        o Equivalencies with both schools need to be confirmed with those courses (equivalencies) in the "families" being the priority – colleges still deadlocked on equivalencies.
        o Deadline for both colleges to determine "families" and equivalencies is late March or early April 2013.
        o CALB Upgrade (with form for "families") programming not going well and may not be ready – release date April 26, 2013.
        o Backup plan – create reports, will be manual process for A & R offices.