Student Weekly Meeting Minutes
April 5, 2012 8:00am-9:00am

Attendees: Chien Shih Bill Baldwin, Veronica Aparicio, Nazy Galoyan, Joan Pena-Ferrick, Joe Lampo, Kathleen Moberg, Rachel Tai, Angela Caballero de Cordero, Susan Malmgren, Shawna Aced, Lourdes Del Rio-Parent, Jerrick Woo, Tom Roza, Drake Lewis and Kari Elliott (note taker).

Standing Agenda Items:
1. Data Requirements from SIS Legacy System:
   - Pre-2000 move to BDMS.
   - Need to know how many free transcripts have been given.
   - Migrate 10,000 students at a time.
   - No storage concerns at this time with BDMS.
2. Census:
   - Application is almost complete; up and functional April 6, 2012.
   - Will post instructions on faculty tab.
   - College A & R offices will email deans and VPs when census and roster print function are up and functional.
3. Roster Print Function – Attendance Sheet:
   - Up and functional April 6, 2012.
4. Important Dates for Students – implement Summer quarter.
5. Expand course information into Banner – allow students to drill down through CRN when registering.
   - Need to validate.
6. UC4:
   - Banner Agent – decision needs to be made.
     - Temporary license expires mid-April.
     - Reluctant to setup jobs with parameters until resolved.
   - Student refund will be first Banner job.
7. Faculty Association Mandate (stop registration when quarter starts) – July 2, 2012:
   - Weekly testing sessions have been setup; key issues have been identified.
8. CalB 8.6 and Student upgrades scheduled for April 28, 2012; confirmed
   - Testing going well; on schedule.
9. Foothill early Summer session; classes start June 11, 2012.
   - Distance learning will need to turn late adds off then back on for Summer session.
     - Will be able to turn off; part of original spec.
     - ETS programming staff will write program to turn back on.
   - Foothill will need to do an early grade roll for Spring quarter.
   - Banner will not catch time conflicts between Spring and Summer quarter.
     - A query can be written to find overlapping classes.
10. First Winter grade roll scheduled for April 6, 2012.
11. Spring Registration:
    - 17,948 registered at De Anza; 9,937 registered at Foothill.
12. De Anza will drop for nonpayment for Summer quarter; Foothill is undecided.
13. Fall Registration:
    - Both colleges will begin registration July 23, 2012.

14. BDMS:
    - 108,000 ids to load (impact data-Foothill).
    - 14,000 have been loaded; will continue to load late afternoons.
    - Phase III: De Anza has microfiche records that need to be moved to disks and then moved into BDMS.
15. Degreeworks:
    - Have patch for 'What if' scenarios; patch did not work and have escalated service request.
        - No resolution yet.
    - Have service request with SGHE for GPA rounding issue; patch did not work – Jerrick working on.
    - Double credit issue (affecting more students at both colleges); routine did not work.
        - Received fix from Action Line but is a manual process.
        - Defect is to be fixed in 4.1.
    - Still having issues with Ed plan.
        - Known defect with Internet Explorer.
        - No resolution yet; may be fixed in 4.1.
    - Counselors would like button to change majors in Degreeworks; add to dashboard.
        - Specs have been completed; implement Summer quarter.
    - IGETC – Kent will follow up with San Mateo College.
16. SARS/eSARS:
    - Financial Aid would like to purchase text message option; PR is in progress.
        - Vendor is negotiating with wireless provider on text option.
    - Started to setup Testing/Assessment Center at De Anza; waiting for SOW.
17. Security General C Class:
    - Working on Finance; Martin Varela is reviewing list.
18. Fees incorrect when student drop courses online.
    - Defect in Banner; affects some international students at De Anza, not reported at Foothill.
    - Service request with Action line, no response; fee assessment batch job fixes at night.
19. Placement scores – show students' level in Banner, not score – March 30, 2012; Jerrick.
    - Need to test & validate.
20. Missing grades banded report – Jerrick.
    - Missing Grades & Missing Positive Attendance Reports available by demand on MyPortal.
    - Need to exclude dropped students.
    - Need schedule for running.
21. State Compensation Report – Due May 30, 2012:
    - Specs have been reviewed; on target to meet deadline.
22. Faculty Leave Reporting – began coding using APEX; complete end of April.
    - Demo at All Administrators Meeting April 27, 2012.
23. Replacement email/calendar – Outlook Exchange was chosen:
    - Implement by July 1, 2012.
24. Online applications for International Students – IT Project request form has been submitted from De Anza and prioritized.
25. De Anza would like to do late adds for distance learning like Foothill; did not want to do initially.
    - Code ready; need to meet with college; Will need to complete an IT Project request form.
26. Transcripts – still some duplication when printing.
27. Issues with search in SSB-Foothill classes with period in course number interfere with search; cannot find – fixed.