

Spring Registration Weekly Go Live Meeting Minutes

April 7, 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, Kent McGee, Kathleen Moberg, Rich Schroeder, Drake Lewis, Gordon Poon and Kari Elliott (note taker).

1. Email List/Target Message:
 - ETS is discussing internally.
 - Luminis has target message/email capability.
 - Merge email list with Luminis to consolidate to one list.
 - Collecting old email list requirements.
2. Security Reports:
 - Reviewed sample report last week.
 - Making progress.
 - Can indicate active and inactive; cannot show locked accounts.
 - Cannot see table – DBA table.
 - Organize by person.
 - Team leads will approve final version when ready.
3. Bug List – SGHE:
 - Waitlist defect – when maximum reached, allows web registering students to add class without being on waitlist.
 - SGHE will fix
4. Degreeworks – training scheduled for end of April.
5. 320 P2 Filing – consultant will be onsite April 8, 2011.
6. BDMS:
 - Script completed – Tom/ Joe testing this week.
 - Pat Fifield is still validating converted data.
 - Conversion & training complete for A & R offices – May 22, 2011.
7. ARGOS:
 - Gathering report requirements from teams.
 - Consultant onsite in May for Tech & Report Writers training.
 - End of May – first run of datablocks.
 - Begin rolling out reports in June.
8. Course Studio:
 - Students with RA status (re-add) cannot be part of member list; Course Studio does not recognize as a registered student.
 - SGHE says RA status should not be a problem – opened ticket.
 - Work around in place – Drake will send out a target announcement to faculty April 7, 2011.
9. Log in/timeout Issue – reported by Shawna:
 - Luminis timeout.

- Working in INB, go to Student Dashboard (SSB) and is asked to log in, but cannot log in because already logged in.

10. Add Codes – Automatic generation:

- Takes numbers from top of list; faculty are also issuing add codes from top of list.
- Will take numbers from the bottom of the list.

11. Waitlist out of sequence:

- Student does not take action when there is an opening is moved to bottom of list.

12. Student Grades:

- Grades are not available to students until the grade roll.
- Grade roll must be run multiple times because not all grades are not turned in on time.
- Recommended publishing grade roll schedule and make available to students.
 - De Anza already has published on their online calendar.
 - Foothill sent out targeted announcements.
- Post tentative grade from roster before grade roll – a separate channel on student tab.
- Appworx may be able to run as a batch job automatically.
 - String together and run in background.

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.