

Student Weekly Meeting Minutes

August 11, 2011 8:00am-9:00am

Attendees: Chien Shih, Bill Baldwin, Joan Pena-Ferrick, Joe Lampo, Susan Malmgren, Becca Levin, Angela Caballero De Cordero, Henry Jung, Tom Roza, Jerrick Woo, Drake Lewis, Laureen Balducci, Stephanie Franco, Kathleen Morberg and Kari Elliott (note taker).

1. Registration for Fall quarter:
 - 17,580 registered at De Anza.
 - 8,800 registered at Foothill.
 - No issues to report.
2. Summer Grade Roll & Ineligible Processing:
 - First round was successful.
 - Second round this weekend – August 13-14, 2011.
3. Faculty Association Mandate (stop registration when quarter starts):
 - First test September 12, 2011; Core Committee in agreement.
 - Will need to test again in Fall quarter before going live in Winter quarter.
 - Need to know what impact will be on daily operations.
4. Delay Advancement Upgrade from August 12th to August 19th:
 - Foundation has agreed to August 19th upgrade.
 - Will clone PROD to PRODN August 23, 2011.
5. BDMS:
 - Roland Amit has verified pre-2007 Foothill data still in Hershey has been converted into BDMS; moved over when De Anza data was converted.
 - Keep Hershey platform up & running; will need to back up database & archive.
 - Foothill still does not have view access.
 - Scanner at De Anza needs to be replaced; may have another scanner to use.
 - Social security number not masked when scanning first time; software defect.
 - Work around – make sure staff scanning have had FERPA training.
 - Staff scanning documents at De Anza have had FERPA training and access to social security numbers.
 - Long list of terms in drop down menu; would like to be able to type in term.
 - Team recommends turning off email capability.
 - User guide first draft is done & ready for review; Susan has sent out for review.
6. Degreeworks:
 - Resolved single sign on issue in test environment.
 - Colleges need to test in Lum Test.
 - Platform building to be completed middle of next week; Degreeworks production will then be ready for verification.
 - Need written go live schedule – Angela and Laureen.
 - Susan needs to know when to start training & who to train.
 - Counselors need to have comments to Stephanie by August 15, 2011.

- Colleges currently scribing most current catalog.
7. SARS/eSARS – 3 Phases of Integration:
 - Currently drafting plan.
 - Training users at both colleges.
 - Paper and online instructions.
 - Both colleges have to be at same pace before combining platforms.
 - Meeting with both colleges to discuss features needed.
 8. Old Legacy Platform:
 - Migrate by end of fiscal year.
 - More discussion is needed to decide where data will go (1983-1999).
 - Need notice for pre-1983 records.
 - Identify by putting holds on records.
 9. High School Attribute:
 - Need to integrate into CCCApply.
 - Need statement of work from Lee McDonald.
 10. Need to be able to capture non-transcript certificates (Foothill request):
 - Chien has sent email to John Mummert & Kurt Hueg explaining certificates will not be put into Banner – no response from either.
 - Can use APEX if John Mummert wishes to pursue.
 11. Positive attendance hours & contract hours:
 - Modify essentials and faculty roster – clearer instructions and list max hours.
 - Ready in August.
 12. Faculty notification when census is due (Active Class Roster) – Ready in August.
 13. Academic Standing:
 - Met with Foothill to review documents August 10, 2011.
 - Need to meet with De Anza to review documents.
 - Next step – disqual program written to drop students.
 14. 1098ts:
 - Recreate in ARGOS to match IRS fields; students will be able to get through SSB.
 - Test late Fall.
 15. Security Reports:
 - All security reports are completed and on report tab.
 - Team leads need to review & start clean up.