

Student Weekly Meeting Minutes

August 15, 2013, 8:00am-9:00am

Attendees: Chien Shih, Nazy Galoyan, Tom Roza, Joe Lampo, Stephanie Franco, Joan Pena-Ferrick, Henry Jung, Veronica Aparicio, Jerrick Woo, Susan Malmgren and Kari Elliott (note taker).

Standing Agenda Items:

1. Dates for Summer (add, drop, refund and census reminders) Issues.
 - Sometimes all fall on same date; happens mostly in Summer, affects other terms too.
 - Script to change census date; won't work for daily classes and will create audit findings.
 - Academic history date and census fall on same date – audit finding.
 - Daily census date wrong for all Summer courses – under reporting.
 - Solution will need to be thoroughly tested; affects registration, cashiers office.
 - Continue to investigate.
2. 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 have begun replacing older Macs; finish end of Summer.
3. Fall Registration Survey Issue.
 - Foothill students who submit survey defaults back to De Anza for registration; error message application not on file when trying to register.
 - Does not affect all students.
4. Fall Registration.
 - 8,200 registered at Foothill.
 - 17,500 registered at De Anza.
 - Students get error message do not have application on file when registering for GERN 10 at Foothill.
 - Not catalog issue; GERN 10 used to be GERN 50.
5. Installment Plan/Pay to Stay Project.
 - Implement Touchnet installment plan August 22, 2013 – both colleges.
 - Single sign on was successfully tested; will need to restart Luminis platform with changes made.
 - Activate single sign on August 22, 2013 with go live.
 - Installment plan fee – \$25 – Steering Committee approved.
 - Also approved \$50 installment plan fee for 3 quarters; need to figure out how to implement.
 - Pending Financial Aid exempt from drops – Steering Committee approved.
 - How to handle cash payments? – Steering Committee has not decided yet.
 - Implement Pay to Stay policies Winter quarter.
6. ID Card/Printing Services Project.
 - Separate printing services from Capture Card/implement new printing services – September 3, 2013.
 - ePRINTit go live September 23, 2013.

- Printing equipment installed except for 2 locations.
 - Need to install print driver on computers in all labs' received driver and currently testing.
 - Schedule final test September 16, 2013, Foothill in the morning; De Anza in the afternoon.
- Multicard chosen by ETAC and selection committees.
 - New equipment, cameras, printers in place by September 1, 2013.
 - Will have carding event at both campuses first week of school (week of September 23rd)
- 7. Open CCCApply – convert June 2014; begin early 2014.
 - Begin after September.
 - Ellucian integration will not be ready until next year.
 - International Students offices want to automate application process; currently use paper application and enter info manually.
 - Want to use app Santa Monica College developed – waiting for proposal.
- 8. Need to change enrollment priorities for Fall 2014.
 - Working on; test against Fall data in October.
- 9. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
 - Still not satisfied with run time; does finish on time.
 - Still looking for ways to improve TGRAPPLY; continue to research after Installment plan in place.
 - TouchNet re-calc for installment plan will need to be run at a certain time.
- 10. Student Success Checklist – Summer 2013.
 - Users need to test/certify – Foothill counselors testing, De Anza counselors not available to test.
 - Will start with Fall 2013.
 - High School students after 1989 began earning college credit; need report to find students with college credit.
- 11. BDMS:
 - Student records on microfilm, microfiche, old CDs; need way to access records.
 - Joe Lampo will follow-up.
 - Louis Chen (Ellucian) will be onsite week of August 19, 2013.
- 12. Degreeworks:
 - Ed plan already approved missing – ticket with Action Line; lead developer at Ellucian working on.
 - Setup for Ed Plan 4.1.1 test instance completed; testing Ed plan.
 - Need counselors involved with testing planner and Ed plans.
 - Have work around for finding missing Ed Plans.
 - Convention for saving Ed Plans has been emailed.
 - Would like an error message if convention is not followed – cannot do.
 - Setup automatic process to reject Ed Plans over 31 days from queue (both colleges share).
- 13. Financial Aid Refunds Issue:
 - Change process - automate; ready to test week of September 19th.
- 14. Families and repeatability.
 - Will need ARGOS report to look at students registered before August 8, 2013 for repeatability in families.
- 15. Session Timeout.
 - Same browser session open multiple times can cause issue with cookies.
 - Reports of clicking on Reports Tab in MyPortal and getting session expired.