

## **Student Weekly Meeting Minutes**

**August 18, 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, Shawna Aced, Pat Fifield, Rachel Tai, Rich Schroeder and Kari Elliott (note taker).

1. Registration for Fall quarter:
  - 18,400 registered at De Anza.
  - 10,200 registered at Foothill.
  - No issues to report.
2. Summer Grade Roll & Ineligible Processing:
  - Second round was successful August 13-14, 2011; De Anza's ineligible drop was also successful.
  - Third round this weekend – August 20-21, 2011; De Anza will also run ineligible drop.
  - Foothill will run ineligible drop later in August.
3. Faculty Association Mandate (stop registration when quarter starts):
  - First test September 12, 2011 at Foothill D270 in afternoon.
  - Will need to test again in Fall quarter before going live in Winter quarter.
  - Review process September 30, 2011.
4. Delay Advancement Upgrade August 19<sup>th</sup>:
  - Tom will send out advisory today.
  - Will clone PROD to PRODN August 23, 2011.
5. BDMS:
  - Keep Hershey platform up & running; will need to back up database & archive.
  - Still reviewing user guide.
  - Social security number not masked when scanning first time; software defect.
    - Check with other colleges using BDMS.
  - Have to look in both applications, converted and new, when searching; cannot do cross application query.
    - Setup indexes to be the same to use cross application query
  - Foothill still does not have view access.
    - Tom needs final list A & R have given permission to access.
  - Scanner at De Anza needs to be replaced.
    - Looking into high volume scanner; Foothill may need to replace their scanner too.
  - Long list of terms in drop down menu; would like to be able to type in term.
    - Still looking into.
  - Email capability has been turned off.
  - Phase II – converting Foothill stored images; begin after Phase I is complete.
6. Degreeworks:
  - Single sign on issues still not solved yet.
    - Can log into MyPortal to Degreeworks than can do nothing.
    - Service request with SGHE has been opened.

- Colleges need to test in Lum Test.
  - De Anza will go live October 19, 2011.
  - Bring timetable to next meeting for discussion.
  - SGHE is supposed to do cosmetic changes as part of original cost of local setup – Tom will follow up.
  - De Anza will have a meeting August 22, 2011 to discuss templates and has invited Foothill to participate.
  - Schedule a demo next week.
7. SARS/eSARS:
- Discuss the initial plan for brining SARS trainer for onsite training for 3 days.
    - ½ day for management road map, ½ day for technical support
    - 2 days for colleges' administrator training.
    - Will need list from college for participants and date.
  - Phase I – training and develop support structure for current platforms
    - Training schedule by end of month – Chien is working on it
    - Develop cost and training schedule
    - Responsibility and support for current platform
  - Phase II – Simplify the current platform architecture
    - Scope and schedule (TBD after phase I)
8. Old Legacy Platform:
- Migrate by end of fiscal year.
  - More discussion is needed to decide where data will go (1983-1999).
    - Move into ODS and not integrate into Banner; retrieve through ARGOS.
    - Convert to PDF and store for future retrieving.
    - Convert everything into Banner.
  - Go live with outsource credentials coming soon.
  - Need notice for pre-1983 records.
    - Identify by putting holds on records.
    - Foothill did not use holds; De Anza did and converted into Banner.
9. High School Attribute:
- Need to integrate into CCCApply.
    - Lee McDonald cannot do software change – need to follow up.
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:

- Meet August 23, 2011 with De Anza to review documents.
- Bring schedule timeline to meeting next week.
- Next step – disqual program written to drop students.
  - Start after Jerrick returns from vacation.

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.
- HR provided list of all terminated employees whose accounts need to be locked.

16. EcoPass.

17. Credential Inc. Transcripts.

18. Short Course in Banner.

19. 3CMS/CMS catalog – pre-reqs not in Banner.