Student Weekly Meeting Minutes
August 2, 2012, 8:00am-9:00am

Attendees: Chien Shih, Tom Roza, Stephanie Franco, Shawna Aced, Joan Pena-Ferrick, Angela Caballero de Cordero, Laureen Balducci, Veronica Aparacio, Susan Malmgren, Jerrick Woo, Rachel Tai, Bill Baldwin, Lourdes Del Rio-Parent, Moaty Fayek and Kari Elliott (note taker).

3CBG Conference:

September 18, 2012, 8:30am-5:00pm, at the Hilton Newark/Fremont, 39900 Balentine Dr, Newark, CA 94560.

- Registration fee is $50.00 per person; deadline to register is August 24th, send to Kari Elliott.
- FHDA will do 2 presentations: FLAC module & DegreeWorks Implementation.
- May do BDMS presentation.

Standing Agenda Items:

1. Review list of projects Jerrick Woo and Xiaobin Li are working on.
   - Complete – audit table to track attribute & holds – working on report.
   - Missing hours/grades message pop-up; are zeros accepted?
     - Foothilll – yes, De Anza – no; need to check programming.
   - Working on repeatability issues.
   - Message telling students cannot drop because taking class a third time; not complete.
2. Data Requirements from SIS Legacy System:
   - Legacy sunset date – June 30, 2013; need data store when decommissioned.
   - Continuing to move Course History; course work that was missed by 2010 SIS Plus migration to Banner – complete by December 31, 2012.
3. Census:
   - Auditors Report spec completed and reviewed; need report completed by May 2013.
4. UC4:
   - Banner Agent – still negotiating with Ellucian on maintenance fee.
     - Meeting scheduled early August.
   - Cannot run Banner job without Banner Agent; test with Summer grade roll.
5. Fall Registration:
   - 7,250 registered at Foothill.
   - 9,400 registered at De Anza.
   - Both colleges will drop for nonpayment.
     - August 24th, August 31st, September 7th, September 14th
6. Spring grade rolls begin July 6, 2012 for both colleges.
   - De Anza completed; missing 20 grades.
   - Foothill completed; will run a catch up grade roll.
7. Summer Grade Roll:
   - Foothill has begun early Summer grade roll
   - De Anza will begin August 16th; Jerrick will need to turn on repeatability.
8. BDMS:

- Phase III: De Anza has microfiche records on CD, need to move into BDMS.
- Disabled Students – ready to begin training.
    - De Anza has provided a list for security but do not have a scanner yet.
- Instructor class list cannot load in Faculty Cabinet.

9. Degreeworks:
- 4.1 not in Test yet; finish installing Ed plan early next week (week of August 6th).
    - Tom will send advisory to Kent & Stephanie; will have in place for consultant visit.
- Double credit issue (affecting more students at both colleges); routine did not work.
    - Defect fixed with 4.1.
- Still having issues with Ed plan.
    - Known defect with Internet Explorer; confirmed fixed in 4.1.
    - Foothill reported problem with saving Ed plan in 4.0.9.
        - Cannot save Ed plan if course is misspelled or unit value is wrong; error message does not pop up and it used to.
        - Happens on PC and Macs; Browser may not allow pop-ups.
        - Need to investigate further.
- Counselors would like button to change majors in Degreeworks; add to dashboard – July 2, 2012.
    - Also will add placement score view to dashboard.
- IGETC – Kent will follow up with San Mateo College.
    - Kent needs to work on with Action Line to resolve.
- Requested consultant help for two days for technical trouble shooting – end of August.
    - Stephanie will forward agenda to Chien next week.

10. SARS/eSARS – Kick-off meeting after August 15th:
- Objectives:
    - Provide text notification.
    - Convert Foothill STS tracking terminals.
    - Report requirements of colleges.

11. Security:
- Bill is working in APEX to automate security.
    - Moving forward; review spec when ready.
- Student group Pop Sel access; need list of who needs access sent to Bill.

12. Faculty Leave Reporting – began working on Payroll interface.
- Need testing/training schedule.

13. Exchange Outlook:
- Senior Staff has decided not to use domain names deanza.edu and foothill.edu; will not affect incoming email.
- Outlook Client on PCs cannot connect to Exchange; found cause, ETS reviewing internally.
- Phase II – implement Outlook client; users must opt in through Call Center.

14. Health Insurance Fee Issue.
- Provide better reporting to users; working on ARGOS report.
- Reviewing report internally.

15. E-Transcripts:
- Join initiative with Zap.