Student Weekly Meeting Minutes
August 22, 2013, 8:00am-9:00am

Attendees: Chien Shih, Tom Roza, Joe Lampo, Stephanie Franco, Veronica Aparicio, Henry Jung, Kevin Harral, Joan Pena-Ferrick, Rachel Tai 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.
   - 320 team working on.
   - Solution will need to be thoroughly tested; affects registration, cashiers office.
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.
   - 9,100 registered at Foothill.
   - 19,000 registered at De Anza.
   - Drop for nonpayment will be September 10th and September 13th for both colleges.
     - Put message on MyPortal to students for drop for nonpayment and installment plan go live September 3rd.
5. 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.
6. Installment Plan/Pay to Stay Project.
   - Implement Touchnet installment plan September 3, 2013 – both colleges.
     - Activate single sign with go live.
     - Freeze test instance end of week and begin moving into Production.
     - Test ACH file in Production August 28, 2013.
   - How to handle cash payments? – Steering Committee has not decided yet.
   - Implement Pay to Stay policies Winter quarter.
7. ID Card/Printing Services Project.
   - ePRINTit go live September 23, 2013.
     - Print driver not ready for labs.
     - Printers have been deployed and installed.
     - Schedule final test September 16, 2013, Foothill in the morning; De Anza in the afternoon.
   - Multicard.
     - Card production in place; ready for September 3rd go live.
     - Will have carding event at both campuses first week of school (week of September 23rd)
8. Open CCCApply – convert June 2014; begin early 2014.
   - Begin after September.

- o 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.
  - o Want to use app Santa Monica College developed – waiting for proposal.
9. Need to change enrollment priorities for Fall 2014.
   - Working on; test against Fall data in October.
10. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
    - Overnight processing finishing on time; no longer an issue.
    - Will monitor first 2 weeks of Fall quarter.
11. Student Success Checklist – pending requestor certification.
12. BDMS:
    - Student records on microfilm, microfiche, old CDs; need way to access records.
      - o Joe Lampo will follow-up.
    - Consultant onsite earlier this week.
    - Foothill Financial Aid ready to begin using Quick Scan Pro.
13. Degreeworks:
    - Description area – pop up message when saving Ed Plan regarding naming convention; screen shot attached.
    - Ed plan already approved missing – ticket with Action Line; lead developer at Ellucian working on.
      - o When changing majors, Ed Plan disappears; 4.1.1 feature?
        - Old Ed Plan would not apply to new major, would need to start over.
        - Action Line item.
      - o Have work around for finding missing Ed Plans.
    - 4.1.2 coming out soon to fix 4.1.1 bugs.
14. Financial Aid Refunds Issue:
    - Change process - automate; ready to test week of September 19th.
15. Families and repeatability.
    - Will need ARGOS report to look at students registered before August 8, 2013 for repeatability in families – report completed.
16. 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.

Screen Shot for Naming Convention:

Does your Ed plan description include FH (Foothill) or DA (DeAnza); student ID#; date created?
If no, press [No] now and change the description and save it again; otherwise, please continue:

To save an unofficial plan for yourself only, press [No].
To submit an official plan for approval, press [Yes] and make an appointment with a counselor.
To cancel your plan, press [Cancel]. This action will not save your plan or submit it for approval.

[Yes]   [No]   [Cancel]