

## Student Weekly Meeting Minutes

**August 23, 2012, 8:00am-9:00am**

Attendees: Chien Shih, Tom Roza, Joe Lampo, Stephanie Franco, Lourdes Del Rio-Parent, Jerrick Woo, Drake Lewis, Veronica Aparacio, Kathleen Moberg, Henry Jung, Susan Malmgren, Angela Caballero de Cordero, Rachel Tai, Kent McGee, Bill Baldwin, Moaty Fayek and Kari Elliott

### 3CBG Conference:

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

- FHDA will do 2 presentations: FLAC module & DegreeWorks Implementation.

### Standing Agenda Items:

1. Review list of projects Jerrick Woo and Xiaobin Li are working on.
  - Missing hours/grades message pop-up; are zeros accepted?
    - Programming accepts zeros.
    - Need District policy; clarification of rules.
      - Ok to accept zeros; may have to change with audit findings.
  - Message telling students cannot drop because taking class a third time; working on.
  - Repeatability between colleges – students taking same class at both colleges.
    - Equivalency table will prevent from happening; colleges cannot always agree on equivalents.
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 September 2012; on target.
3. Census:
  - Auditors Report spec completed and colleges approved; need report completed by May 2013.
4. UC4 (Banner Agent):
  - UC4 has been sold.
  - Cannot run Banner job without Banner Agent.
5. Fall Registration:
  - 10,666 registered at Foothill.
  - 19,100 registered at De Anza.
  - Both colleges will drop for nonpayment.
    - August 24<sup>th</sup>, August 31<sup>st</sup>, September 7<sup>th</sup>, September 14<sup>th</sup>
6. Summer Grade Roll:
  - Foothill has begun early Summer grade roll; will begin regular Summer grade roll August 19<sup>th</sup>.
    - Had issue with special characters in name; has been resolved.
    - Second grade roll August 26, 2012.
  - De Anza – second grade roll August 23, 2012.
7. BDMS:
  - Phase III: De Anza has microfiche records on CD, need to move into BDMS.
  - Disabled Students (Foothill) – have been trained & are using BDMS.
    - De Anza has provided a list for security but do not have a scanner yet.

- Instructor class list cannot load in Faculty Cabinet.
8. Degreeeworks:
- 4.1 not in Test yet.
    - Work session scheduled August 23<sup>rd</sup> to get ed plan installed.
    - Tom will send advisory to Kent & Stephanie; will have in place for consultant visit.
    - Double credit issue (affecting more students at both colleges); Defect fixed with 4.1.
  - Still having issues with Ed plan.
    - Known defect with Internet Explorer; confirmed fixed in 4.1.
  - Counselors would like button to change majors in Degreeeworks; 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.
    - Stephanie has sent agenda to Chien.
    - Schedule consultant for first week of October.
9. SARS/eSARS – Kick-off meeting August 29, 2012:
- Objectives:
    - Provide text notification.
    - Convert Foothill STS tracking terminals.
    - Report requirements of colleges.
10. Security:
- Granting process – writing procedure policy.
    - Supervisors/Managers call Help Desk; will create audit trail beginning with call ticket.
    - Ask permission from module lead.
    - Run ARGOS report & send to module lead.
    - Review draft at Core Meeting.
11. Faculty Leave Reporting – began working on Payroll interface.
- Begin testing in Fall.
12. Exchange Outlook:
- Phase II – implement Outlook client; users must opt in through Call Center.
13. E-Transcripts:
- Join initiative with Xap.
15. Online Payments – better flow or make more obvious how to pay fees online.
- Make Pay Here button bigger.
  - When leaving registration page, direct to payment screen.
  - Reviewing internally.
16. Trouble logging into Touchnet – reported by De Anza.
- Log in ok first time, log out and try to log in again is unsuccessful.
  - Rachel is working with Jim Clow – has been fixed.
17. Deans would like access to students email for sending out announcements.
- Specs completed & review; begin working on report.
18. Separate link to report MyPortal issues.
- Setup rule to put MyPortal issues into separate folder.