

# Student Weekly Meeting Minutes

August 29, 2013, 8:00am-9:00am

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

## Standing Agenda Items:

1. Senior Cabinet at Foothill decided high school students will be exempt from all fees starting with Fall quarter 2013 (under 10 units).
  - Will need to issue refunds to students who have paid fees; need report to identify.
  - Conflicts with District Policy (high school students are exempt from fees but not tuition).
  - Need to bring up with Senior Staff at District level.
2. Dates for Summer (add, drop, refund and census reminders) Issues – affects 320 reporting.
  - Sometimes all fall on same date; happens mostly in Summer, affects other terms too.
  - Can use APEX to identify daily classes; fix manually.
  - One field for part of term and 59 types of classes; service request with Action Line.
3. 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.
4. 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; cannot recreate.
  - Affects small number of students.
5. Fall Registration.
  - 9,100 registered at Foothill.
  - 19,000 registered at De Anza.
  - Drop for nonpayment will be September 10<sup>th</sup> and September 13<sup>th</sup> for both colleges.
    - Put message on MyPortal to students for drop for nonpayment and installment plan go live September 3<sup>rd</sup>.
6. Students get error message do not have application on file when registering for GERN 10 at Foothill.
  - Cancelled section and opened a new section, students are able to register.
7. Installment Plan/Pay to Stay Project.
  - Implement Touchnet installment plan September 3, 2013 – both colleges.
    - Testing August 29<sup>th</sup>, reconcile Tuesday morning, September 2, 2013.
    - If single sign on fails, students will be prompted to login at TouchNet landing page.
  - How to handle cash payments? – Steering Committee has not decided yet.
  - Implement Pay to Stay policies Winter quarter.
8. ID Card/Printing Services Project.
  - ePRINTit go live September 23, 2013.
    - Print driver not ready for labs.
    - Schedule final test September 16, 2013, Foothill in the morning; De Anza in the afternoon.
  - Multicard.

- Card production in place; ready for September 3<sup>rd</sup> go live.
  - Will have carding event at both campuses first week of school (week of September 23<sup>rd</sup>)
  - Ready for carding event at both campuses.
- 9. 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 using app Santa Monica College developed.
- 10. Need to change enrollment priorities for Fall 2014.
  - Working on; test against Fall data in October.
- 11. Apply/Unapply Processing.
  - Will monitor first 2 weeks of Fall quarter.
- 12. Student Success Checklist – pending requestor certification.
  - Counselors will begin testing after Fall registration is complete.
- 13. BDMS:
  - Student records on microfilm, microfiche, old CDs; need way to access records.
    - Joe Lampo will follow-up.
  - Louis Chen from Ellucian will be onsite week of October 29, 2013.
- 14. Degreeworks:
  - Ed plan already approved missing – ticket with Action Line; lead developer at Ellucian working on.
    - 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.
    - Have work around for finding missing Ed Plans.
  - 4.1.2 coming out soon to fix 4.1.1 bugs – is for Datatel, not Banner.
  - 4.1.3 coming out August 30, 2013; contains both Ed Plan and Ed Planner.
    - Currently use Ed Planner, Ellucian focusing on Ed Plan which is not user friendly.
- 15. Financial Aid Refunds Issue:
  - Change process - automate; updates to programming made, need to test again.
- 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.