Student Weekly Meeting Minutes
August 30, 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, Susan Malmgren, Angela Caballero de Cordero, Rachel Tai, Bill Baldwin, Joan Pena-Ferrick 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.
   - Message telling students cannot drop because taking class a third time; testing in TSTHRS.
     - Here is the warning message that students attempting to repeat a class for the third time will see: "You are enrolling in this class for the third and last time. Due to new regulations students who have made two unsuccessful (received W, D, F or NP grade) attempts at a course will <u>not be allowed to drop</u> the class and <u>will be assigned a final grade</u>. "
     - Students will have to confirm message read before leaving page.
   - Repeatability between colleges – students taking same class at both colleges.
     - Equivalency table will prevent from happening; colleges cannot always agree on equivalents.
   - Working on programming for student success checklist.
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):
   - Cannot run Banner job without Banner Agent.
5. Fall Registration:
   - 11,100 registered at Foothill.
   - 19,660 registered at De Anza.
   - Both colleges will drop for nonpayment.
     - August 31st, September 7th, September 14th
6. Summer Grade Roll:
   - Foothill has begun early Summer grade roll; will begin regular Summer grade roll August 19th.
     - third grade roll September 9, 2012.
   - De Anza – third grade roll August 30, 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. Degreeworks:
    - 4.1 not in Test yet.
        - Work session scheduled August 30th to get ed plan installed.
            - Administrators can see tab, users cannot; problem with Degreeworks security.
        - 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 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.
        - Stephanie has sent agenda to Chien.
        - Consultant scheduled to be onsite October 2-4, 2012.
9. SARS/eSARS – Kick-off meeting August 29, 2012:
    - Objectives:
        - Provide text notification.
        - Convert Foothill STS tracking terminals – complete by September 24, 2012.
        - Report requirements of colleges.
10. Security:
    - Granting process – writing procedure policy.
        - Review draft at Core Meeting.
    - Gigi Gallagher & Cynthia Smith have requested anyone with access to SIAINST form be removed.
        - Discuss further at Core meeting.
11. Faculty Leave Reporting – Go Live February 2013.
    - Demo October 16th at Senior Staff.
    - 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.
    - Colleges have meeting with Credentials to contract e-trans through Credentials.
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.
    - Change has been made to allow more students to pay simultaneously.
16. Deans would like access to students email for sending out announcements.
    - Need to add department; new specs needed.
17. Portal Redesign.
    - Can see changes made in MyPortal Test.