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

Attendees: Chien Shih, Nazy Galoyan, Tom Roza, Mi Chang, Stephanie Franco, Joan Pena-Ferrick, Joe Lampo, Bill Baldwin, Veronica Aparicio, Jerrick Woo, Susan Malmgren, Henry Jung 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.
   - Script to change census date; won't work for daily classes and will create audit findings.
   - Academic history date and census fall on same date – audit finding.
   - Daily census date wrong for all Summer courses – under reporting.
   - Solution will need to be thoroughly tested; affects registration, cashiers office.
   - Continue to investigate.
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.
   - 7,200 registered at Foothill.
   - 15,200 registered at De Anza.
4. Installment Plan/Pay to Stay Project.
   - Implement Touchnet installment plan August 22, 2013.
     - Working on single sign-on.
     - Complete testing by August 14, 2013.
     - Both colleges will implement August 22, 2013 for Fall quarter.
   - Begin rolling drops September 1st until first day of school – Steering Committee has decided not to do until Winter quarter 2014.
   - Installment plan fee – still in discussion – Steering Committee has not decided yet.
   - Pending Financial Aid exempt from drops – Steering Committee has not decided yet.
   - How to handle cash payments? – Steering Committee has not decided yet.
   - Implement Pay to Stay policies Winter quarter.
5. ID Card/Printing Services Project.
   - Separate printing services from Capture Card/implement new printing services – September 3, 2013.
     - August 12, 2013 – cut off GoPrint to students.
     - Vendor onsite next week to help with printer deployment.
     - Need to install print driver on computers in all labs.
       - Ready for second pilot test August 12, 2013.
       - Setup driver on lab machines.
   - Multicard chosen by ETAC and selection committees.

o New equipment, cameras, printers in place by September 1, 2013.

6. 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.

7. Need to change enrollment priorities for Fall 2014.
   - Begin programming July 22, 2013; test against Fall data.
   - Need to communicate change to students end of this academic year.

8. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
   - Still not satisfied with run time; does finish on time.
   - Still looking for ways to improve TGRAPPLY; continue to research after Installment plan in place.
   - TouchNet re-calc for installment plan will need to be run at a certain time.

9. Student Success Checklist – Summer 2013.
   - Users need to test/certify.
   - Will start with Fall 2013.
   - High School students after 1989 began earning college credit; need report to find students with college credit.

10. BDMS:
    - Student records on microfilm, microfiche, old CDs; need way to access records.
      o Joe Lampo will follow-up.
    - Louis Chen (Ellucian) will be onsite week of August 19, 2013.

11. Degreeworks:
    - Ed plan already approved missing – ticket with Action Line; lead developer at Ellucian working on.
      o Setup for Ed Plan 4.1.1 test instance completed; testing Ed plan.
      o Have work around for finding missing Ed Plans.
    - Convention for saving Ed Plans has been emailed.
      o Would like an error message if convention is not followed – looking into.
    - Setup automatic process to reject Ed Plans over 31 days from queue (both colleges share).
    - Drop down menu for queue is too long; would like to add another field.
      o Nice to have; DegreeWorks cannot do.

12. Financial Aid Refunds Issue:
    - Change process - automate; labor intensive, may need consultant help.

13. Families and repeatability.
    - Families have been entered for both colleges.
    - Will need ARGOS report to look at students registered before August 2, 2013 for repeatability in families.

14. 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.