

Student Weekly Meeting Minutes

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

Attendees: Joe Lampo, Drake Lewis, Jerrick Woo, Tom Roza, Stephanie Franco, Joan Pena-Ferrick, Veronica Aparacio, Lourdes Del Rio-Parent, Susan Malmgren, Shawna Aced, Henry Jung, Bill Baldwin and Kari Elliott (note taker).

3CBG Conference:

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

- Registration fee is \$50.00 per person; deadline to register is August 24th, send to Kari Elliott.
- FHDA will do 2 presentations: FLAC module & DegreeWorks Implementation.
- May do BDMS presentation.

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?
 - Foothill – yes, De Anza – no; need to check programming – Jerrick testing August 9, 2012.
 - Need District policy; clarification of rules.
 - Working on repeatability issues; matrix almost complete.
 - Message telling students cannot drop because taking class a third time; working on.
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 December 31, 2012.
3. Census:
 - Auditors Report spec completed and colleges approved; need report completed by May 2013.
4. UC4:
 - Banner Agent – still negotiating with Ellucian on maintenance fee.
 - Cannot run Banner job without Banner Agent.
5. Fall Registration:
 - 8,630 registered at Foothill.
 - 15,800 registered at De Anza.
 - Both colleges will drop for nonpayment.
 - August 24th, August 31st, September 7th, September 14th
6. Summer Grade Roll:
 - Foothill has begun early Summer grade roll
 - De Anza will begin August 16th; repeatability matrix needs to be in place before grade roll starts.
7. BDMS:
 - Phase III: De Anza has microfiche records on CD, need to move into BDMS.
 - Disabled Students – ready to begin training.
 - 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; finish installing Ed plan early next week (week of August 13th).
 - Tom will send advisory to Kent & Stephanie; will have in place for consultant visit.
- Double credit issue (affecting more students at both colleges); routine did not work.
 - Defect fixed with 4.1.
- Still having issues with Ed plan.
 - Known defect with Internet Explorer; confirmed fixed in 4.1.
 - Foothill reported problem with saving Ed plan in 4.0.9.
 - Cannot save Ed plan if course is misspelled or unit value is wrong; error message does not pop up and it used to.
 - Happens on PC and Macs; Browser may not allow pop-ups.
 - Need to investigate further.
- 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 – end of August.
 - Stephanie will forward agenda to Chien next week.

9. SARS/eSARS – Kick-off meeting after August 15th:

- Objectives:
 - Provide text notification.
 - Convert Foothill STS tracking terminals.
 - Report requirements of colleges.

10. Security:

- Bill is working in APEX to automate security.
 - Moving forward; review spec when ready.
- Student group Pop Sel access; need list of who needs access sent to Bill.

11. Faculty Leave Reporting – began working on Payroll interface.

- Need testing/training schedule.

12. Exchange Outlook:

- Senior Staff has decided not to use domain names deanza.edu and foothill.edu; will not affect incoming email.
- Outlook Client on PCs cannot connect to Exchange; has been fixed.
- Phase II – implement Outlook client; users must opt in through Call Center.

13. Health Insurance Fee Issue.

- Report has been certified & is on tab; will give access to Shawna and Rachel.

14. E-Transcripts:

- Join initiative with Zap.

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.