

Student Weekly Meeting Minutes

December 1, 2011 8:00am-9:00am

Attendees: Chien Shih, Tom Roza, Susan Malmgren, Bill Baldwin, Drake Lewis, Jerrick Woo, Stephanie Franco, Joe Lampo, Veronica Aparicio, Kent McGee, Angela Caballero de Cordero, Rachel Tai and Kari Elliott (note taker).

Standing Agenda Items:

1. Winter Registration:
 - 8,900 registered at De Anza.
 - 3,000 registered at Foothill.
 - Both colleges will drop for nonpayment on December 9th, December 16th and December 22nd.
2. CCCApply – High school students/issues with Financial Aid Students.
 - Need to synchronize ed goal with major; students can choose an ed goal that does not match their major.
 - CCCApply has inaccurate High School codes – affects MIS reporting.
 - Zap working on fixing inaccurate codes.
 - Need residency mapped into Banner – Joe/Shawna.
 - De Anza has process to enter into Space Mountain; will share process with Foothill – Stephanie will follow up with Lauren.
3. VMS Survey – who is using legacy system and why are they using it.
 - Begin setting up meeting with groups – Joe/Kari
 - Migrate by end of fiscal year.
4. Grade Roll & Ineligible Processing (UC4):
 - Plan to automate – Tom is working with Joan & Roland to document process.
 - Phase I – software platform up & running.
 - Phase II – training, starting end of January 2012 for technical staff.
 - Phase III – gradual go live – February 2012.
 - Winter Quarter Grade Roll – Tentative Schedule:
 - December 22, 2011 – De Anza early morning; Foothill afternoon.
 - December 29, 2011 – De Anza early morning; Foothill afternoon.
5. Faculty Association Mandate (stop registration when quarter starts):
 - Final impact statement sent to Chancellor Staff for review.
 - Have to implement Winter quarter.
 - Start to plan implementation.
 - Send out announcement now and again before Winter quarter starts.
 - Need to stop the waitlist on Saturday January 7, 2012.
 - Senior Staff negotiating with Faculty Association to implement Fall 2012.
6. BDMS:
 - Hershey platform turned off November 1, 2011.
 - Long list of terms in drop down menu; would like to be able to type in term.
 - Still looking into; service request with SGHE
 - Phase II – converting Foothill stored images on hard drives & De Anza's microfiche.
 - Working with Foothill to convert stored images.

- Purchasing begin using July 2012.
7. Degreee works:
- Colleges will go live January 9, 2012 for students.
 - SGHE consultant will be onsite week of December 12, 2011.
 - IGETC script – Joe’s team is reviewing; have work session schedule with San Mateo College.
 - Chien is drafting a letter to go out to students.
 - Have location and times for open lab for Foot hill; need location and times for De Anza.
8. SARS/eSARS:
- Phase II – Simplify the current platform architecture.
 - Common hardware platform design identified – plan completed.
 - Tom will confirm with vendor to implement common hardware Presidents’ weekend in February; Tech team review at meeting next week – window outage may be less than 2-3 days.
 - Working on login process – Tom has sent documentation to Susan.
 - Phase III – Integrate into MyPortal; single sign on Fall 2012.
9. Academic Standing:
- Financial Aid academic standing does not match A & R academic standing.
10. 1098ts:
- Recreate in ARGOS to match IRS fields; students will be able to get through SSB.
 - Currently testing; will demo to A & R.
 - Due end of January 2012.
11. Security General C Class:
- Working on Financial Aid and A & R – follow up with Kathleen & Shawna next week.
12. 3CMS/CMS catalog – pre-reqs not in Banner.
- Adding course notes and more information to class description; in place by end of month.
 - Go live early next year.
13. Cashier Office Daily Reports:
- Reconciliation with Touchnet imbalance has been resolved for \$168 and October 22, 2011 at De Anza.
 - Imbalance occurred again November 21st or November 22nd for \$3,700.
 - Tom confirmed problem with system on day of imbalance.
14. Cashier Office – Financial Aid Disbursements:
- Automated first 4 steps of process; run at night on Tuesdays.
 - Automation is running well.
 - Need to decide to run fee assessment once a week or once a month.
 - Clean up of fee assessment records currently being done in PRODN.
 - Purge in Production during Christmas break.
15. Fees incorrect when student drop courses online.
- Defect in Banner; affects some international students at De Anza.
 - Batch job at night fixes.
16. Regulatory overhaul of repeatability, withdrawal and grade calculations.
- Date to apply – April 2012.
 - Not changing background script; setup needs to be changed.
 - Need to schedule testing.
17. Pre-1983 students have been identified on Dashboard.

- Done in PRODN; need to certify before moving into PROD.

18. Placement scores – show students' level in Banner, not score – Matt.

19. Missing grades banded report – Jerrick.

- Report ready for review.
- Send out by divisions to Division Deans after grade roll; send out whole report to VPs 2-3 days later.
- Send reminders to faculty before grades are due; need process similar to faculty contracts.
- Complete by end of Winter quarter

20. Allow student to change Major and Ed Plan online.

- In PRODN ready to test.

21. Census:

- Review of specs.