

Student Weekly Meeting Minutes

December 13, 2012, 8:00am-9:00am

Attendees: Chien Shih, Tom Roza, Shawna Aced, Bill Baldwin, Joan Pena-Ferrick, Susan Malmgren, Jerrick Woo, Kathleen Moberg, Laureen Balducci, Joe Lampo, Angela Caballero de Cordero, Moaty Fayek and Kari Elliott (note taker).

Standing Agenda Items:

1. Winter Registration.
 - 18,900 registered at De Anza.
 - 10,300 registered at Foothill.
 - Will drop for nonpayment December 14th and December 21st.
2. Senior Staff has made the decision to stop drop for nonpayment.
 - Implement pay now or installment plan – implement early 2013.
 - Install implementation plan, change drop procedures or both.
 - Meeting scheduled January 11, 2013.
 - Enrollment issue – stop students from shopping for classes.
3. ETAC Committee has approved strong password requirement.
 - 8 characters long including upper/lower case, a number and a special character.
 - Recommend implementing mid-Winter quarter would be better-February 2013.
 - Have training video available in January 2013 regarding password changes.
4. Need to separate Foothill Financial Aid from De Anza Financial aid in Banner because of Foothill's early Summer session.
 - Banner consultant needed to help separate tables; working with Ellucian to schedule consultant.
 - Consultant available in January 2013.
 - Use same work around from last year's early summer.
 - Foothill Financial Aid asking for another waiver from federal government; will still need to separate tables if waiver approved – was granted waiver for one more year.
 - Impacts more departments than Financial Aid.
5. CCCApply– New Application.
 - Mandate to convert June 2014.
 - Begin testing Summer 2013.
 - Will need crosswalk for CWID and federal ID.
 - Can stay with XAP but not consistent with state requirements and not always accurate.
 - International Students offices want to automate application process; currently use paper application and enter info manually.
 - Did not like CCCApply International Student application process.
6. Need to change enrollment priorities for Fall 2014.
 - Based on different parameters which change from quarter to quarter.
 - No longer will be based on number of units.
 - Task force created chaired by Andrew LaManque.
 - Need to communicate change to students end of this academic year.
7. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
 - Payment archive.

- Monitor closely during first 2 weeks of Winter quarter.
- 8. Electronic Transfer of AP Score (Stephen Fletcher/Jerrick).
 - Working on upload to Banner – January 31, 2013 (Jerrick/Kent).
 - Need to build table before scores can be loaded (Kent).
 - Next upload May-June 2013.
- 9. Review list of projects Jerrick Woo and Xiaobin Li are working on.
 - Block 'W' by faculty and students if taking class a third time – still testing.
 - Ready for Production; move into Production January 23, 2013 – both colleges agree.
 - Working on programming for student success checklist.
 - Meeting December 13th to review Institutional Research's changes.
 - Show term student has balance only (Xiaobin Li).
 - My Account Channel.
 - Limit to 1 year.
 - Ready to put into Production.
- 10. Data Requirements from SIS Legacy System:
 - Legacy sunset date – June 30, 2013; need data store when decommissioned.
 - Continuing cleanup; will not complete by end of December 2012.
 - Developed old Plus screen using APEX for Finance and HR.
 - De Anza International Students have everything needed in Banner; waiting to hear from Foothill.
 - Need to double check with both colleges if immunization records archive needed.
- 11. FERPA training (review current procedures, reminders).
 - HR working on plan – part of hiring process.
 - Write into HR record – HR working on.
- 12. TouchNet payment issues.
 - Touchnet not getting authorization for credit card – communication problem between Touchnet and Bank of America.
 - No reconciliation issues.
- 13. Census:
 - Auditors Report spec completed and colleges approved; need report completed by May 2013.
- 14. UC4 (Banner Agent):
 - Cannot run Banner job without Banner Agent.
- 15. BDMS:
 - Student records on microfilm, microfiche, old CDs; need way to access records.
 - Schedule a separate meeting to discuss.
 - New scanning engine swap.
 - Not configured yet (Ryan Anthony).
 - Request for training – received statement of work from Ellucian for 28 hours.
 - Identified computer and installed new engine for Foothill Financial Aid; completed.
 - Need to add cabinets – started.
- 16. Degreeworks:
 - Counselors would like button to change majors in Degreeworks; add to dashboard.
 - Also will add placement score view to dashboard.
 - 4.1.1 installed in Degreeworks Test.

- Need to redo localizations before moving into Production.
 - Have in Production first week of January 2013.
 - Critical for new Ed Plan.
 - IGETC.
 - Testing in 4.1.1.
17. SARS/eSARS Phase II – complete January 31, 2013:
- De Anza Financial Aid will be pilot department for texting.
 - Have test groups identified.
 - Have GRID and will begin to use for appointments.
 - De Anza Counseling will be pilot department for eAdvising.
 - De Anza Transfer Center – implement eSARS.
 - Kiosk for L73A – extension will be run for power/data.
18. Security:
- Drafting email retention policy.
 - Provisioning/de-provisioning security process with APEX.
 - Have new policy for temp/student employees:
 - If have an inactive job assignment and INB access, they will be locked out of INB.
19. Faculty Leave Reporting – Go Live February 2013.
- Ready to begin testing.