

## **Student Weekly Meeting Minutes**

### **December 6, 2012, 8:00am-9:00am**

Attendees: Chien Shih, Tom Roza, Stephanie Franco, Shawna Aced, Susan Malmgren, Jerrick Woo, Joan Pena-Ferrick, Kent McGee, Kathleen Moberg, Rachel Tai, Bill Baldwin and Kari Elliott (note taker).

#### **Standing Agenda Items:**

1. Winter Registration.
  - 17,400 registered at De Anza.
  - 8,700 registered at Foothill.
  - Will drop for nonpayment December 14<sup>th</sup> and December 21<sup>st</sup>.
2. Senior Staff has made the decision to stop drop for nonpayment.
  - Implement pay now or installment plan – no date has been set; Fall 2013?
  - 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.
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 if tables are not separated in time.
    - 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.
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.
7. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
  - Payment archive.
    - Running faster but have to wait for jobs; Foothill will send stats to ETS.
8. Electronic Transfer of AP Score (Stephen Fletcher/Jerrick).
  - Working on upload to Banner – January 31, 2013 (Jerrick/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.
    - Will not apply to faculty drops.

- Working on programming for student success checklist.
    - Specs updated to include Institutional Research's request; meeting scheduled next week to review new specs.
  - Show term student has balance only (Xiaobin Li).
    - Testing with 20 test students; review with college cashiers' offices.
    - Foothill has seen improvement; De Anza worried students will have more questions increasing workload for cashiers office.
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.
- WebLogic in Production; received error report November 28, 2012 – socket reset error message.
    - Load balancer issue?
  - Send out survey to students to find out why not paying at time of registration (Institutional Research).
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.
  - Changing to new scanning engine; will need to increase license count.
    - Service request with action line asking for training on new search engine.
    - Test and implement before December 20, 2012.
  - 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.
    - Have in production first week of January 2013.
    - Critical for new Ed Plan.
  - IGETC.
    - Finished scripting – currently testing with good results.

17. SARS/eSARS:

- De Anza Financial Aid will be pilot department for texting.
  - Meeting scheduled week of December 10<sup>th</sup> with Financial Aid to discuss requirements.
- 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.

19. Faculty Leave Reporting – Go Live February 2013.

- Ready to begin testing.