

## **Student Weekly Meeting Minutes**

### **December 8, 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, Rachel Tai, Jim Clow, Shawna Aced, Kathleen Moberg, Lourdes Del Rio-Parent, Rich Schroeder and Kari Elliott (note taker).

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

1. Winter Registration:
  - 17,300 registered at De Anza.
  - 8,700 registered at Foothill.
  - Both colleges will drop for nonpayment on December 9<sup>th</sup>, December 16<sup>th</sup> and December 22<sup>nd</sup>; no problems anticipated with drop for nonpayment.
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.
    - Will not implement per Shawna; Foothill will use De Anza's process.
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):
  - Implement Summer quarter 2012.
6. BDMS:
  - Hershey on target to be decommissioned the end of December.
  - Long list of terms in drop down menu; would like to be able to type in term – Tom will follow up.
    - Still looking into; service request with SGHE
    - Phase II – converting Foothill stored images on hard drives & De Anza's microfiche.
    - Jerrick working analyzing offloaded data from Foothill's hard drives.
  - Purchasing begin using July 2012.
7. Degreeworks:
  - 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 Foothill; need location and times for De Anza.
8. SARS/eSARS:
- Phase II – Simplify the current platform architecture.
    - Tom has met with vendor and has a tentative plan to create platform.
    - Will require a 1 day outage, not 2-3 day outage; early February 2012.
  - 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:
- 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:
- Imbalance occurred again November 21<sup>st</sup> or November 22<sup>nd</sup> for \$3,700 – reconciled.
  - Touchnet had problem with their server December 7, 2011; cashier offices have not reconciled yet.
  - Cashiers requested unpaid T script be removed starting December 8, 2011.
14. Cashier Office – Financial Aid Disbursements:
- 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 early next year.
17. Pre-1983 students have been identified on Dashboard – completed.
18. Placement scores – show students’ level in Banner, not score – Jerrick.
19. Missing grades banded report – Jerrick.
- Report ready for review.
  - Working on process; Fred Sherman will take to senior staff in January 2012.
  - Complete by end of Winter quarter.
20. Tracking non-transcriptable courses in Banner.
- I/R needs a centralized place for tracking.
  - Need to submit a new project request.

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

- In PRODN ready to test.
- Waiting for specs with changes; limiting change to major only, not ed goal.
- Put link under resources on Student tab.
- A & R offices will certify.
- Include international students in message to financial aid students.

22. Census – review specs:

- Button will appear only on census date; will disappear after date passes.
- Need warning message to pop up before due date.
- Automatic email warning sent 3 days before due date; send emails to faculty who missed census date they will need to go to A & R office to submit.