

## Winter Registration Weekly Go Live Meeting Minutes

February 10, 2011 8:00am-9:00am

Attendees: Chien Shih, Rich Schroeder, Joan Pena-Ferrick, Stephanie Franco, Becca Levin, Jerrick Woo, Joe Lampo, Drake Lewis, Kathleen Moberg, Gordon Poon, Jim Clow, Susan Malmgren, Tom Roza, Ron McFarland, Kent McGee, Bill Baldwin, Rachel Tai and Kari Elliott (note taker).

1. Compiling prep list for Spring quarter:
  - Review at next week's meeting.
2. Password Reset for Students:
  - Uses the last 4 digits of social security number.
  - International and undocumented students do not have a social security number.
  - Will bring possible solutions to next week's meeting.
3. Student Information Channel Demo:
  - Shawna and Kathleen will be the only ones allowed to assign permissions.
  - Student Dashboard – where student information will be found.
    - Can search by student ID, name or wildcard.
    - Menu items displayed will be the ones granted permission to see; will not show menu items not given permission to see.
  - Schedule:
    - Completed by end of month – on target.
    - Will bring to team for final review end of month.
    - After final review, will present to Core and Steering committee for approval, then implement.
    - Will need training schedule for counselors at both colleges.
  - Phase Two Requests:
    - Warning message about to view confidential information.
    - Match test scores to appropriate class.
    - Sort unofficial transcript by course and term.
4. On Line Forms:
  - Adobe Acrobat only allows 500 copies per form.
    - Number of grade changes combined for both colleges would not be more than 500.
  - Will need to create a new form every quarter to avoid violating license.

## Outstanding Student Issues:

1. Add codes with waitlist (W/L).
  - Add codes work; need to communicate to faculty not to issue before class starts and to students add codes will not work until class starts.
  - Susan has corrected the documentation for both student & faculty on MyPortal.
2. Add codes with drop for nonpayment (DE).
  - Dropped from waitlist but have an add code; will not allow student to add after dropped.
  - Propose removing from roster when dropped – Rich will bring to De Anza.
    - Waiting to hear from De Anza.
  - Run recommended SGHE script to remove certain drops from roster when classes start.
    - Test Friday, February 4, 2011.
3. Add codes with instructor drop with refund (IR).
  - Customized code for FHDA.
  - Working on solution – Test Friday, February 4, 2011.
4. Waitlist not automatically enrolling students (need mod).
  - Looking into customization.
  - Kathleen may have a contact and will forward to ETS.
5. P/NP – Q being assigned by students (P/NP only). Check Q at course level.
  - Cleaned up at catalog level.
6. P/NP choice not working consistently.
  - Product defect; no solution.
  - Need to go back to old way as work around.
    - Susan will update student instruction sheets of change – done.
    - Kathleen Moberg will send out message on MyPortal and post on website notifying students; Foothill will need to do the same.
7. Problems with incomplete grade rosters.
  - Incompletes are not rolling into Academic History.
  - ‘None’ is a system default in drop down menu for entering grades.
    - Need to change to ‘Select’.
8. Problems with some students not showing up on grade rosters even though faculty said they submitted all.
  - Pending – waiting for confirmation; cannot reproduce problem.
  - Drake will work on message for submitting grades – done.
9. Length of time to run jobs, need for review and re-run.
  - Working on documenting all batch jobs.
10. Positive Attendance.
  - Susan will update faculty instructions to include need to enter hours – done.
  - Need to change ‘None’ to ‘Select’ in drop down menu.
11. Cohort indicator – cannot make inactive; table was never created.
  - Working on.
12. Past class records stored on RDB database – how to make available to faculty.
  - Working on.