

Student Weekly Meeting Minutes

February 14, 2013, 8:00am-9:00am

Attendees: Chien Shih, Kathleen Moberg, Susan Bloom, Tom Roza, Kent McGee, Stephanie Franco, Shawna Aced, Veronica Aparicio, Rachel Tai, Susan Malmgren and Kari Elliott (note taker).

Standing Agenda Items:

1. Pay to Stay Project – implement Fall quarter 2013 or later.
 - Use third party for installment plan; needs to be able to verify third party payment students (financial aid, veterans) by checking in Banner.
 - How to deal with students paying cash?
 - Selecting vendor and creating teams.
2. ID Card-Smart Card Project – Replace Capture Card by end of year.
 - Separate Go Print from Capture Card; use web interface.
 - Switch over after Summer – deadline Fall quarter.
 - Getting quotes from 3 vendors.
 - Kick off meeting February 27, 2013, 9-11am, Foothill – D260.
 - Capture has not run program to auto refresh cards yet.
3. ETAC Committee has approved strong password requirement – Implement February 20, 2013.
 - 8 characters long including upper/lower case, a number and a special character and change once a year.
 - Users will be prompted after logging into MyPortal to change password after February 20, 2013.
4. Need to separate Foothill Financial Aid from De Anza Financial aid in Banner because of Foothill's early Summer session.
 - Use same work around from last year's early summer; waiver granted for one more year.
 - Will still need to separate tables for next academic year.
 - Registration dates for Summer sessions will be in April.
 - Impacts more departments than Financial Aid.
5. Open CCCApply – convert June 2014.
 - Getting information from other schools.
 - XAP will maintain current CCCApply.
 - 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 not on number of units.
 - Waiting for specifications – Institutional Research will provide end of February.
 - Need to communicate change to students end of this academic year.
7. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
 - TGRAPPL updated copy from Ellucian needs to be tested.
 - Test week of February 25th in TSTHRS.
8. Electronic Transfer of AP Score (Stephen Fletcher/Jerrick).
 - Waiting for test file for Foothill; De Anza is in place.

- Have in place March 2013.
 - Next upload May-June 2013.
9. Review list of projects Jerrick Woo and Xiaobin Li are working on.
- Working on programming for student success checklist.
 - Changed specs to meet Institutional Research's requirements.
 - Need to create portlet.
 - Show term student has balance only (Xiaobin Li).
 - Rachel will test week of February 25th; move into Production if successful.
10. Data Requirements from SIS Legacy System:
- Legacy sunset date – June 30, 2013.
 - 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.
- Working with Salt Lake City College to setup work session.
 - Occasional socket reset error.
13. Census:
- Auditors Report spec completed and colleges approved; need report completed by May 2013.
14. BDMS:
- Student records on microfilm, microfiche, old CDs; need way to access records.
 - Joe Lampo will follow-up.
 - Working on configuration issues with Quick Scan Pro; testing has not begun yet.
 - Ticket with Ellucian for training.
 - Connection problem with De Anza to Foothill Financial Aid.
 - De Anza A & R office reported issues with BDMS; started after Quick Scan Pro was installed for Foothill Financial Aid.
 - Quits working sometimes; holds things in queue.
15. Counselors would like placement score view added to dashboard; complete end of January.
16. Degreeworks:
- 4.1.1 installed in Production January 4, 2013.
 - Management function on planner not working – fixed.
 - Missing field stopped process.
 - Incorrect courses come up for some students; sometimes self corrects over night.
 - Shows classes in progress that have been dropped; grade roll had not been done yet so classes still show up.
 - IGETC – needs to be reinstalled.
 - Complete by end of March.
17. SARS/eSARS Phase II – complete January 31, 2013:
- De Anza Financial Aid will be pilot department for texting.
 - Need place in Banner to store students' numbers who opt out of receiving messages.

- Core team decided students must opt out of receiving messages from each department sending messages.
 - Need flags for Financial Aid, Counseling and Student; working on.
- De Anza Counseling will be pilot department for eAdvising.
 - Begin testing January 3, 2013; continue testing following week.

18. Security:

- Drafting email retention policy.
- Provisioning/de-provisioning security process with APEX.

19. Faculty Leave Reporting – Go Live February 2013:

- Foothill KA (Kinesiology & Athletics) pilot group – go live February 8, 2013.
- De Anza Business department will go live March 2013.

20. Financial Aid Refunds Issue:

- Refunds were doubled February 5, 2013; should not happen with Banner process.
- Only at FH College, DA did not have this issue.
 - Issue has been resolved; operator error.
- Asking for consultant help with Financial Aid refund process; would like consultant to be onsite.