

## **Student Weekly Meeting Minutes**

**February 16, 2012 8:00am-9:00am**

Attendees: Chien Shih, Tom Roza, Susan Malmgren, Bill Baldwin, Jerrick Woo, Veronica Aparicio, Kent McGee, Nazy Galoyan, Joan Pena-Ferrick, Drake Lewis, Shawna Aced, Kathleen Moberg, Joe Lampo, Rich Schroeder and Kari Elliott (note taker).

### **Standing Agenda Items:**

1. VMS Survey – who is using legacy system and why are they using it.
  - Migrate by end of fiscal year.
  - No problem expected migrating FRS and HRS; used for historical data.
  - Will need a strategy migrating SIS; still used as a live system.
2. UC4:
  - Phase III – gradual go live – February 2012.
    - Currently setting up accounts and security roles; resolved most of the security issues.
    - Can kill a job in UC4 but Banner keeps job alive.
    - Will run cashier jobs, internal jobs and part of grade roll.
3. Faculty Association Mandate (stop registration when quarter starts):
  - Implement Summer quarter 2012.
  - Setup weekly testing sessions on Fridays beginning in May.
  - Recommend testing start after CalB 8.6 and Student upgrades scheduled for May 18<sup>th</sup>.
    - Testing CalB upgrade (320 reporting).
    - Keep work around in place through summer & do upgrade at another time; not enough time to test. Will need to confirm with Institutional Research.
  - Foothill will have an early Summer session; classes start June 11, 2012.
    - Will implement for regular Summer quarter; will not affect early Summer session.
4. Spring Registration:
  - Spring priority registration begins March 6, 2012 for De Anza and March 7, 2012 for Foothill.
  - Both colleges will drop for nonpayment March 23<sup>rd</sup> and March 26<sup>th</sup>.
5. Fall Registration:
  - De Anza is tentatively planning to start registration on July 23, 2012; not confirmed yet.
  - Foothill is undecided.
6. BDMS:
  - Jerrick working analyzing offloaded data from Foothill's hard drives.
    - Still working on conversion; format not correct yet.
  - Purchasing begin using September 2012.
  - Web version-Banner Tab does not allow printing; DSS need to be able to print – Matt.
7. Degreeworks:
  - Working for students.
  - Have patch for 'What if' scenarios.
  - Counselors are having issues with Ed plan.
    - Problems are inconsistent; need more on-going training.
  - Have service request with SGHE for GPA rounding issue.
  - Localization of PDF file – Jerrick working on.
8. SARS/eSARS:

- Phase II – Simplify the current platform architecture.
    - Implement common platform February 23, 2012.
    - Released login documents to users.
    - Kiosks need software to be enabled to work alone; needs to be tested.
  - Phase III – Integrate into MyPortal; single sign on Fall 2012.
  - Financial Aid would like to purchase text message option.
9. Security General C Class:
- Division administrative assistants and deans have been removed.
  - Staff with no assignments have been removed.
  - Approximately 400 remain.
10. 3CMS/CMS catalog – pre-reqs not in Banner.
- Already released in Degreeworks and Class Finder; still need to implement into baseline Banner.
11. Fees incorrect when student drop courses online.
- Defect in Banner; affects some international students at De Anza.
  - Service request with Action line.
12. Regulatory overhaul of repeatability, withdrawal and grade calculations.
- Still in compliance; may change later pending policy decision.
13. Placement scores – show students' level in Banner, not score – Jerrick.
- Changing direction, more time needed; New deadline – March 30, 2012.
  - Need connected before Fall registration begins in July.
14. Missing grades banded report – Jerrick.
- Release to senior management at both colleges; in process to put on Report tab.
  - Senior staff discussing how to reprimand faculty who do not turn grades in on time.
15. Tracking non-transcriptable certificates in Banner – Lourdes/Jim.
- I/R needs a centralized place for tracking; Lourdes to provide specs.
16. Census – specs almost completed:
- Button will appear only on census date & following 2 days; will disappear after date passes; implement Spring quarter.
17. State Compensation Report – Due April 30, 2012:
- SGHE cannot release patch; HR/Payroll will transfer project to ETS.
18. Faculty Leave Reporting – began coding using APEX; complete end of April.
- Demo at All Administrators Meeting April 27, 2012.
19. Replacement email/calendar – currently evaluating:
- Focus groups have finished; will have report by end of February.
  - Senior staff will review and made decision.
  - Implement July 1, 2012.
20. Drops for disqualified students:
- Message alert system similar to drop for nonpayment; Both colleges agreed to implement next academic year.
21. Online applications for International Students – request from De Anza:
- Did not like CCCApply; Will need to complete an IT Project request form.
22. De Anza would like to do late adds for distance learning like Foothill; did not want to do initially.
- Code ready; need to meet with college; Will need to complete an IT Project request form.