Student Weekly Meeting Minutes
February 21, 20013, 8:00am-9:00am

Attendees: Chien Shih, Susan Bloom, Tom Roza, Stephanie Franco, Shawna Aced, Veronica Aparicio, Laureen Balducci, Joe Lampo, Joan Pena-Ferrick, Jerrick Woo, Bill Baldwin 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 – implement by Fall quarter.
   - 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. 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.
4. 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.
5. 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, early March.
   - Need to communicate change to students end of this academic year.
6. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
   - TGRAPPL updated copy from Ellucian needs to be tested; currently testing.
   - Final test February 25, 2013; move into Production February 26, 2013 if successful.
7. 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.
8. Review list of projects Jerrick Woo and Xiaobin Li are working on.
   - Working on programming for student success checklist.

- o Building channel; complete mid-March.
- Show term student has balance only (Xiaobin Li).
  - o Rachel will test week of February 25th; move into Production if successful.

9. Data Requirements from SIS Legacy System:
   - Legacy sunset date – June 30, 2013.
   - Need to archive SIS Plus transcripts.
     - o More discussion is needed.
   - De Anza International Students have everything needed in Banner; waiting to hear from Foothill.
     - o Need to double check with both colleges if immunization records archive needed.

10. FERPA training (review current procedures, reminders).
    - HR working on plan – part of hiring process.
    - Write into HR record – HR working on.

11. TouchNet payment issues.
    - Work session with Salt Lake City College March 6, 2013.
    - Occasional socket reset error.

12. Census:
    - Auditors Report spec completed and colleges approved; need report completed by May 2013.

13. BDMS:
    - Student records on microfilm, microfiche, old CDs; need way to access records.
      - o 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 – no problem with connection, compressed files caused issues.
    - De Anza A & R office reported issues with BDMS; started after Quick Scan Pro was installed for Foothill Financial Aid.
      - o Quits working sometimes; holds things in queue.

14. Counselors would like placement score view added to dashboard; complete end of January.

15. Degreeworks:
    - 4.1.1 installed in Production January 4, 2013.
    - Incorrect courses come up for some students; sometimes self corrects over night.
      - o Ticket with Action Line.
    - Shows classes in progress that have been dropped; grade roll had not been done yet so classes still show up.
      - o Ticket with Action Line.
    - IGETC – needs to be reinstalled.
      - o Complete by end of March.

16. 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.
      - o 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.
17. Security:
    - Drafting email retention policy.
    - Provisioning/de-provisioning security process with APEX.
18. Faculty Leave Reporting – Go Live February 2013:
    - De Anza Business department will go live March 2013.
19. Financial Aid Refunds Issue:
    - Asking for consultant help with Financial Aid refund process; would like consultant to be onsite.