

Spring Registration Weekly Go Live Meeting Minutes

February 24, 2011 8:00am-9:00am

Attendees: Chien Shih, Stephanie Franco, Becca Levin, Jerrick Woo, Joe Lampo, Drake Lewis, Kathleen Moberg, Gordon Poon, Tom Roza, Ron McFarland, Kent McGee, Bill Baldwin, Rachel Tai, Veronica Aparicio, Henry Jung, Susan Malmgren, Pat Fifield and Kari Elliott (note taker).

1. Steering Committee Decisions:

- Implement Faculty Association hybrid solution to move all first week classes start date to quarter start date (12am, Monday morning) for Fall quarter.
- Implement MyPortal channel with drop down menu for all distance learning classes, open classes, closed classes and newly created sections for student viewing for Fall quarter.
- Based on the latest feedback from De Anza College, implement the removal of dropped for non-payment students from faculty roster.

2. Auto-enroll Students on Waitlist:

- Preliminary discussion with SIG.
- Will need to implement policy changes.
- Chien will distribute preliminary findings.

3. BDMS Update.

4. Degreeworks update:

- Receiving weekly reports from SGHE.
 - Reports are not very clear what work is being done.
- Chien will arrange a conference call with SIG consultant for preliminary assessment of scribe work.
- Will have a SIG consultant available for questions during training.

5. Date to Register Tickets:

- Available in MyPortal for students to view.
- Students may be getting date to register ticket even though they were not registered for the previous quarter.

6. Drop for Nonpayment:

- De Anza will continue to drop students for nonpayment & will have students removed from active roster when dropped.
 - Drop dates need to be decided and published.
- Foothill has not made a decision yet.

7. Touchnet Request:

- Finance and cashiers' office is requesting Touchnet provide the last 4 digits of credit card number for reference when doing refunds.

8. Holds:

- Rachel ran the report for students owing more than \$20 and reported 10,000 students for De Anza and 8,000 students for Foothill.
- Need to coordinate with Foothill before putting students on hold.

9. INB Performance:
 - SGHE consultant has been assigned.
10. Ready for Spring Quarter.

Take Away Items:

1. Need to look into Date to Register; make sure there are no mistakes.
2. Coordinate holds with both colleges.
3. Implement Steering Committee decisions.

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. 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'.
6. 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.
7. Length of time to run jobs, need for review and re-run.
 - Working on documenting all batch jobs.
8. Positive Attendance.
 - Susan will update faculty instructions to include need to enter hours – done.
 - Need to change 'None' to 'Select' in drop down menu.
9. Past class records stored on RDB database – how to make available to faculty.
 - Working on.