

Student Weekly Meeting Minutes

February 28, 2013, 8:00am-9:00am

Attendees: Chien Shih, Susan Bloom, Jerrick Woo, Kent McGee, Nazy Galoyan, Tom Roza, Stephanie Franco, Shawna Aced, Susan Malmgren, Veronica Aparicio, Joan Pena-Ferrick, Henry Jung, Rachel Tai, Bill Baldwin, Moaty Fayek, Joe Lampo and Kari Elliott (note taker).

Standing Agenda Items:

1. 11g Conversion.
 - Complete testing February 28, 2013.
 - Move into Production March 1, 2013, 5:00pm through March 2, 2013 (runs 12 hours).
 - Review final testing March 1, 2013 before moving into Production.
2. 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.
3. 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.
 - Capture has not run program to auto refresh cards yet.
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.
 - Begin early 2014.
 - 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, early March.
 - 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; currently testing.
 - Made changes; process ran 40 minutes in test, 3-4 hours in Production.
 - 11g conversion may speed up process.
8. Electronic Transfer of AP Score (Stephen Fletcher/Jerrick).
 - Waiting for test file for Foothill, complete next week; 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.
 - Building channel; complete mid-March.
 - Currently testing can use Counseling 50 students to test.
 - Show term student has balance only (Xiaobin Li).
 - Test in PRODN; final check February 28, 2013.
 - Move into Production after 11 g conversion.
10. Data Requirements from SIS Legacy System:
- Legacy sunset date – June 30, 2013.
 - Need to archive SIS Plus transcripts.
 - More discussion is needed.
 - 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.
- Work session with Salt Lake City College March 6, 2013.
 - 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.
 - 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.
 - Incorrect courses come up for some students; sometimes self corrects over night.
 - Ticket with Action Line.
 - Shows classes in progress that have been dropped; grade roll had not been done yet so classes still show up.
 - Fix for grades has been done and is working.
 - 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 April 2013:

- De Anza Business department will go live March 2013.

20. Financial Aid Refunds Issue:

- Asking for consultant help with Financial Aid refund process; would like consultant to be onsite.
- Job takes too long.