

Winter Registration Weekly Go Live Meeting Minutes

February 3, 2011 8:00am-9:00am

Attendees: Chien Shih, Rich Schroeder, Joan Pena-Ferrick, Stephanie Franco, Becca Levin, Jerrick Woo, Joe Lampo, Drake Lewis, Kathleen Moberg, Gordon Poon, Veronica Aparacio, Jim Clow, Susan Malmgren, Tom Roza, Ron McFarland, Kent McGee, Bill Baldwin, Rachel Tai and Kari Elliott (note taker).

1. Banner Performance:
 - There was a security breach and 2 servers were compromised by a virus.
 - One server has been cleaned; networking team working on.
 - ETS made a change last night in the configuration of load balancers at vendor's recommendation.
 - Will get an INB tech expert from SGHE to work with ETS and network team.
2. Grade Roll:
 - De Anza is missing grades for 35 students; will need to do one more roll.
 - Foothill will do their roll Saturday February 5, 2011.
3. Batch Processing:
 - Susan is still collecting batch jobs from departments.
4. Security:
 - ARGOS security report of who has access to what for all departments.
 - Meeting scheduled February 7, 2011 to discuss delivery schedule.
 - Users can only see reports for 1 month; need a different security to view archives.
5. Student Information Channel:
 - Ready for demo.
 - Will meet next week (February 10, 2011) in SCS conference room to see demo.
 - In production end of February.
6. Foundation – Go Live March 1, 2011
 - Working on migration to TRN8.
 - Rule & validation table spreadsheet verified by users – February 7, 2011.
 - Tech team ready to test script – February 7, 2011.
7. Degreeworks Progress:
 - Ready to begin scribing; Kent McGee has been in contact with SGHE scribe – certified scope of work.
 - Requested to receive weekly updates from SGHE.
8. BDMS:
 - Conversion script is written; Louis Chen (SGHE) is still reviewing & has not certified yet.
 - Receive instructions on how to use script & migration tool from SGHE – February 4, 2011.
 - Scheduling work session with SGHE for mapping social security numbers to CWID.
 - Kathleen does not want archive to be house in BDMS proper and may not need work session with SGHE.
 - April 8, 2011 turn system over to Student team to validate.
9. 320 Report:
 - P2 due April 15, 2011.

- Need trip report from John.
- Need to document any changes made.

10. Backfill Dollars:

- Second round of disbursement will be according to original fund disbursement.
- Will disburse by the end of next week
- Reserves are completely exhausted.

11. Foothill Distance Learning Faculty request for online forms:

- Meeting scheduled February 3, 2011.

12. Work Calendar for Spring quarter.

13. Open class list posted on MyPortal.

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. P/NP – Q being assigned by students (P/NP only). Check Q at course level.
 - Cleaned up at catalog level.
6. P/NP choice not working consistently.
 - Product defect; no solution.
 - Need to go back to old way as work around.
 - Susan will update student instruction sheets of change – done.
 - Kathleen Moberg will send out message on MyPortal and post on website notifying students; Foothill will need to do the same.
7. 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’.
8. 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.
9. Length of time to run jobs, need for review and re-run.
 - Working on documenting all batch jobs.
10. Positive Attendance.
 - Susan will update faculty instructions to include need to enter hours – done.
 - Need to change ‘None’ to ‘Select’ in drop down menu.
11. Cohort indicator – cannot make inactive; table was never created.
 - Working on.
12. Past class records stored on RDB database – how to make available to faculty.
 - Working on.