Student Weekly Meeting Minutes
February 7, 20013, 8:00am-9:00am

Attendees: Chien Shih, Angela Caballero de Cordero, Tom Roza, Stephanie Franco, Shawna Aced, Joan Pena-Ferrick, Veronica Aparicio, Moaty Fayek, Susan Malmgren, Rachel Tai, Jerrick Woo, Henry Jung, Bill Baldwin and Kari Elliott (note taker).

Standing Agenda Items:

1. Senior Staff has made the decision to stop drop for nonpayment; Pay to Stay.
   - Must pay or choose installment plan at time of registration – 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.
   - How to deal with students paying cash?
2. ID Card-Smart Card Project.
   - Separate Go Print from Capture Card; use web interface.
     - Switch over after Summer.
   - Replace Capture Card.
   - Kick off meeting week of February 25, 2013.
   - Capture has not run program to auto refresh cards yet.
3. ETAC Committee has approved strong password requirement – Implement February 20, 2013.
   - 8 characters long including upper/lower case, a number and a special character and change once a year.
   - Users will be prompted after logging into MyPortal to change password after February 20, 2013.
   - Password will need to be changed even if already have a strong password.
   - Announcement from marketing department will go out this week; training video available week of February 11, 2013.
4. Need to separate Foothill Financial Aid from De Anza Financial aid in Banner because of Foothill's early Summer session.
   - Banner consultant needed to help separate tables; working with Ellucian to schedule consultant.
     - 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.
   - 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.
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.

- Need to communicate change to students end of this academic year.
7. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
   - Archived more files & rebuild 5 indexes in Oracle database.
   - Run time did not change; Action line identified a defect.
8. Electronic Transfer of AP Score (Stephen Fletcher/Jerrick).
   - De Anza & Foothill are complete.
   - Waiting for test file.
   - 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.
     - Changed specs to meet Institutional Research's requirements.
     - Need to create portlet.
   - Show term student has balance only (Xiaobin Li).
     - Test one more time before moving into Production.
10. Data Requirements from SIS Legacy System:
    - Legacy sunset date – June 30, 2013.
    - Finance almost complete; starting HR.
    - 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.
    - Working with Salt Lake City College.
    - Occasional socket reset error.
    - Load balancer work session scheduled for next week.
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.
    - Connection problem with De Anza to Foothill Financial Aid.
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.
      - Management function on planner not working.
        - Blank screen or error message on both Mac and PC.
        - Worked February 4th and stopped working February 5th.
    - Shows classes in progress that have been dropped; grade roll had not been done yet so classes still show up.

- IGETC – Testing in 4.1.1 January 23, 2013.
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.
        o Need flags for Financial Aid, Counseling and Student.
    - De Anza Counseling will be pilot department for eAdvising.
        o 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 February 2013:
    - Foothill KA (Kinesiology & Athletics) pilot group – go live February 8, 2013.
20. Financial Aid Refunds Issue:
    - Refunds were doubled February 5, 2013; should not happen with Banner process.
    - Only at FH College, DA did not have this issue.
        o This may be procedural not system problem, DA Rachel is going to investigate with Shawna and reported back to the team.
    - Asking for consultant help with Financial Aid refund process; would like consultant to be onsite.