Student Weekly Meeting Minutes
January 10, 2013, 8:00am-9:00am

Attendees: Chien Shih, Stephanie Franco, Joe Lampo, Joe Moreau, Tom Roza, Henry Jung, Joan Pena-Ferrick, Veronica Aparicio, Kathleen Moberg, Rachel Tai, Bill Baldwin, Jerrick Woo, Susan Malmgren and Kari Elliott (note taker).

Standing Agenda Items:

1. Winter Registration.
    - 21,500 registered at De Anza.
    - 13,100 registered at Foothill.
2. Fall Grade Rolls.
    - De Anza will run final grade roll January 12, 2013, Foothill will run final grade roll January 13, 2013.
3. Ineligible drops did not work at Foothill; some students were not dropped and should have been.
    - ARGOS report on tab to verify; fix drops manually.
4. Senior Staff has made the decision to stop drop for nonpayment; Pay to Stay.
    - Implement pay now or installment plan – implement early 2013.
        - Install implementation plan, change drop procedures or both.
    - Meeting scheduled January 11, 2013.
5. ETAC Committee has approved strong password requirement – Implement February 19, 2013.
    - 8 characters long including upper/lower case, a number and a special character.
    - Have training video available in January 2013 regarding password changes.
    - Users will be prompted after logging into MyPortal to change password after February 19, 2013.
    - Password will need to be changed even if already a strong password.
    - Passwords will need to be changed once a year.
6. 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.
        - Consultant onsite January 8-10, 2013.
        - 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.
    - Impacts more departments than Financial Aid.
7. CCCApply– New Application.
    - Mandate to convert June 2014.
    - Begin testing Summer 2013.
    - Will need crosswalk for CWID and federal ID.
    - Can stay with XAP but not consistent with state requirements and not always accurate.
    - International Students offices want to automate application process; currently use paper application and enter info manually.
        - Did not like CCCApply International Student application process.
8. Need to change enrollment priorities for Fall 2014.
    - Based on different parameters which change from quarter to quarter.
    - No longer will be based on number of units.

- Waiting for specifications.
- Need to communicate change to students end of this academic year.
9. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
   - Payment archive.
     - Did not improve process time.
10. Electronic Transfer of AP Score (Stephen Fletcher/Jerrick).
    - Automatic process in place.
    - De Anza has finished building table; test January 10, 2013.
    - Foothill still building table.
    - Next upload May-June 2013.
11. Review list of projects Jerrick Woo and Xiaobin Li are working on.
    - Block 'W' by faculty and students if taking class a third time – still testing.
      - Ready for Production; move into Production January 23, 2013 – both colleges agree.
    - 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.
12. Create auto-save for entering grades; some faculty do not save before timeout.
    - Update instructions to enter grades and hours at same time and to save often.
    - Will not be creating auto-save feature.
13. Data Requirements from SIS Legacy System:
    - Legacy sunset date – June 30, 2013.
    - Banner migration complete.
    - 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.
14. FERPA training (review current procedures, reminders).
    - HR working on plan – part of hiring process.
    - Write into HR record – HR working on.
15. TouchNet payment issues.
    - Working with Salt Lake City College.
    - Occasional socket reset error.
    - Network team working with Touchnet.
16. Census:
    - Auditors Report spec completed and colleges approved; need report completed by May 2013.
17. BDMS:
    - Student records on microfilm, microfiche, old CDs; need way to access records.
      - Joe Lampo will follow-up.
    - Ready to start testing new pro-scan engine.
18. Counselors would like placement score view added to dashboard.
19. Degreeworks:
    - 4.1.1 installed in Production January 4, 2013.

- o Foothill counselors lost management tab in conversion.
  - o Some students cannot save Ed plan; working with Action Line.
- IGETC – Testing in 4.1.1.

20. SARS/eSARS Phase II – complete January 31, 2013:
- De Anza Financial Aid will be pilot department for texting.
  - o Have test file of 4,000 students to test texting – sent successfully.
- De Anza Counseling will be pilot department for eAdvising.
  - o Begin testing January 3, 2013; continue testing following week.

21. Security:
- Drafting email retention policy.
- Provisioning/de-provisioning security process with APEX.
- Need way to track INB access to non-employees (vendors, contractors).
- No active job assignments; locking INB access for TEAs, deleting for student employees.

22. Faculty Leave Reporting – Go Live February 2013.
- Foothill PE pilot group – go live February 8, 2013.

23. Foundation extraction of students prior to 1983.
- Add to alumni development system.
- IH designation will appear in student records.

24. ID Card-Smart Card.
- Some cards expired December 31, 2012; will have to go to smart card shop to renew.
- Capture has not run program to auto refresh cards yet.