

Winter Registration Weekly Go Live Meeting Minutes

January 13, 2011 8:00am-9:00am

Attendees: Chien Shih, Pat Fifield, Rich Schroeder, Joan Pena-Ferrick, Stephanie Franco, Becca Levin, Jerrick Woo, Joe Lampo, Drake Lewis, Kathleen Moberg, Ron McFarland, Gordon Poon, Rachel Tai, Veronica Aparacio, Larueen Balducci, Henry Jung, Shawna Aced, Jim Clow, Bill Baldwin and Kari Elliott (note taker).

1. Student/Registration Issues:

- Pass/No Pass still is not working.
 - Asks for an add code when student is already registered in class – SGHE known defect; there is no patch to fix, will be fixed in a future release.
 - Add code is needed is also needed in INB.
 - Propose turning feature off for Spring quarter and go back to the old way until fixed with future release. Students will fill out a form and bring to A & R office to add class manually.
 - Kathleen is compiling a new list of issues; will forward to Chien.

2. Banner Bulletin – New channel coming to MyPortal.

- ETS is working with the Security/Training Team and Core Committee to create.
- Will have current issues list available for viewing.
- Scheduled downtime schedule with links to EIS website for archive history.
 - First discussed in Core Committee with team leads to minimize disruption to all departments.
 - Funnel concerns about outages to Core Committee.
 - General target message will go out when system is scheduled for downtime; emails can be sent out with target message.
- Meeting minutes for team, Core Committee and Steering Committee; 4 most current listed with link to archive page on EIS website.
- Also will have links to academic calendar for both colleges.
- Drake can give access to anyone who would like to view channel.
- Expect to turn on week after next (2 weeks).

3. Security:

- Will collect a list of joint reports for each department and get approval from Team leads to issue exceptions to users who need to view reports.
- Reviewing security access starting with faculty.
- Student Information Channel scheduled to go live end of February.
 - Will be available February 7, 2011 for review and feedback.
- Once Student Information channel goes live the end of February, begin to remove INB access to users.

4. Degreeworks:

- Chien has forwarded updated schedule from SGHE to Kathleen for review.
- Will forward to team after Kathleen approves schedule.
- Will move forward with scribing De Anza catalog.
- Close monitoring of scribing on a weekly basis.
- Kent McGee will be the De Anza contact for scribes; request scribes contact him before starting.

- Catalog complete by March/April 2011.
 - Training will start after catalog is complete; will verify college catalogs then.
5. Foundation – Go Live March 1, 2011
- Start migrating Donorworks to TRNG8.
 - Will test conversion multiple times before migrating to pre-prod and production.
 - Will begin weekly meetings starting January 25, 2011 from 9:00am-9:30am at the Carriage House.
6. BDMS:
- SGHE has finished Hershey extract program.
 - Begin testing in January.
 - April 18, 2011 – all data should be in BDMS in a readable format.
 - April/May 2011 – colleges verify data.
 - June 2011 – cut off Hershey and colleges begin scanning into BDMS.
7. Yearend Reporting:
- On target.
8. INB Performance:
- Three things could be affecting performance:
 - Network issues – been addressed.
 - Invalid object issue in database – being addressed.
 - Individual computers; older computers need to be refreshed – been addressed.