

## **Student Weekly Meeting Minutes**

### **January 17, 2013, 8:00am-9:00am**

**Attendees:** Chien Shih, Tom Roza, Stephanie Franco, Shawna Aced, Jerrick Woo, Joe Lampo, Kathleen Moberg, Joan Pena-Ferrick, Moaty Fayek, Kent McGee, Veronica Aparicio, Angela Caballero de Cordero, Rachel Tai, Susan Malmgren, Laureen Balducci and Kari Elliott (note taker).

#### **Standing Agenda Items:**

1. Winter Registration.
  - 21,800 registered at De Anza.
  - 13,350 registered at Foothill.
2. Fall Grade Rolls.
  - Foothill is done; De Anza will do one more.
3. 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.
  - 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?
4. ETAC Committee has approved strong password requirement – Implement February 19, 2013.
  - 8 characters long including upper/lower case, a number and a special character and change once a year.
  - 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 have a strong password.
5. 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.
    - Need registration dates for Summer sessions.
  - Impacts more departments than Financial Aid.
6. Open CCCApply.
  - Mandate to convert June 2014.
  - Getting information from other schools.
  - 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.
7. 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.

8. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
  - Archived more files week of January 7, 2013.
  - Rebuild 5 indexes in Oracle database (Ellucian recommendation).
  - Run time did not change.
9. Electronic Transfer of AP Score (Stephen Fletcher/Jerrick).
  - Automatic process in place.
  - De Anza is complete.
  - Foothill still building table.
  - Next upload May-June 2013.
10. 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.
11. 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.
12. FERPA training (review current procedures, reminders).
  - HR working on plan – part of hiring process.
  - Write into HR record – HR working on.
13. TouchNet payment issues.
  - Working with Salt Lake City College.
  - Occasional socket reset error.
  - Network team working with Touchnet tracking packet traffic.
14. Census:
  - Auditors Report spec completed and colleges approved; need report completed by May 2013.
15. BDMS:
  - Student records on microfilm, microfiche, old CDs; need way to access records.
    - Joe Lampo will follow-up.
  - Testing new pro-scan engine.
16. Counselors would like placement score view added to dashboard; complete end of month.
17. Degreeworks:
  - 4.1.1 installed in Production January 4, 2013.
    - Counselors cannot save Ed plans; De Anza has work around.
    - Ticket with Action line.
  - IGETC – Testing in 4.1.1 January 23, 2013.
18. SARS/eSARS Phase II – complete January 31, 2013:
  - De Anza Financial Aid will be pilot department for texting.

- Have test file of 4,000 students to test texting – sent successfully.
  - De Anza Counseling will be pilot department for eAdvising.
    - Begin testing January 3, 2013; continue testing following week.
19. Security:
- Drafting email retention policy.
  - Provisioning/de-provisioning security process with APEX.
  - Have way to track INB access to non-employees (vendors, contractors); currently tracking.
20. Faculty Leave Reporting – Go Live February 2013.
- Foothill PE pilot group – go live February 8, 2013.
23. 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.
24. SARS/eSARS.
- Sent text message January 9, 2013 to students reminding to pay.
  - 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.