Student Weekly Meeting Minutes
January 19, 2012 8:00am-9:00am

Attendees: Chien Shih, Tom Roza, Susan Malmgren, Bill Baldwin, Drake Lewis, Jerrick Woo, Joe Lampo, Veronica Aparicio, Kent McGee, Rachel Tai, Jim Clow, Shawna Aced, Kathleen Moberg, Nazy Galoyan, Joan Pena-Ferrick, Matt Rapczynski, Laureen Balducci, Angela Caballero de Cordero and Kari Elliott (note taker).

Standing Agenda Items:

1. Winter Registration:
    - 21,700 registered at De Anza.
    - 14,100 registered at Foothill.
2. VMS Survey – who is using legacy system and why are they using it.
    - Migrate by end of fiscal year.
    - No problem expected migrating FRS and HRS; used for historical data.
    - Will need a strategy migrating SIS; still used as a live system.
3. Grade Roll & Ineligible Processing (UC4):
    - Plan to automate – Tom is working with Joan & Roland to document process.
    - Phase II – training, starting end of January 2012 for technical staff.
        - Training scheduled for January 24-26, 2012; January 26th is for end users.
    - Phase III – gradual go live – February 2012.
    - Had problem with repeatability; CalB issue.
4. Faculty Association Mandate (stop registration when quarter starts):
    - Implement Summer quarter 2012.
5. BDMS:
    - Long list of terms in drop down menu; would like to be able to type in term – Tom will follow up.
        - Still looking into; service request with SGHE and have options with other colleges.
        - Jerrick working analyzing offloaded data from Foothill's hard drives.
            - Format ready to input into conversion program for testing.
        - Foothill Disabled student department need to setup security/cabinet; meeting scheduled to discuss.
    - Purchasing begin using July 2012.
6. Degreeworks – Go Live January 9, 2012:
    - No trouble tickets.
7. SARS/eSARS:
    - Phase II – Simplify the current platform architecture.
        - Implement common platform February 9-10, 2012.
        - Susan will document login process.
    - Phase III – Integrate into MyPortal; single sign on Fall 2012.
8. Academic Standing:
    - Follows Banner routines and Financial Aid academic standing has different routines & meanings.
    - Add channel to explain Financial Aid academic standing.
    - Kathleen expressed concern over the impact over Cindy Castillo's retirement will have; her replacement has not been chosen yet.

9. 1098ts:
   - Ready; will demo to A & R.
   - Due end of January 2012.
10. Security General C Class:
    - Student workers have been removed; working on report to track student workers.
11. 3CMS/CMS catalog – pre-reqs not in Banner.
    - Adding course notes and more information to class description; in place by end of month.
    - Already released.
12. Cashier Office – Financial Aid Disbursements:
    - Running every Tuesday.
13. Fees incorrect when student drop courses online.
    - Defect in Banner; affects some international students at De Anza.
    - Service request with Action line.
14. Regulatory overhaul of repeatability, withdrawal and grade calculations.
    - Date to apply – April 2012.
    - Need to schedule testing.
15. Placement scores – show students' level in Banner, not score – Jerrick.
    - In test stage; complete end of February.
16. Missing grades banded report – Jerrick.
    - Release to senior management at both colleges; in process to put on tab.
17. Tracking non-transcriptable courses in Banner – Lourdes/Jim.
    - I/R needs a centralized place for tracking; have specs by end o month.
18. Census – review specs January 19, 2012:
    - Button will appear only on census date; will disappear after date passes; no implementation date yet.
19. State Compensation Report – Due April 1, 2012:
    - SGHE cannot release patch; HR/Payroll will transfer project to ETS.
20. Faculty Leave Reporting – began coding, complete end of April.
21. Replacement email/calendar – currently evaluating.
22. Drops for disqualified students – request from De Anza:
    - Message alert system similar to drop for nonpayment.
    - Foothill has own way of alerting students using an ARGOS report
    - De Anza will work with Foothill to adopt process.
23. Online applications for International Students – request from De Anza:
    - Did not want to purchase when Banner was purchases; wanted to keep manual paper process.
    - International student office look into purchasing from Zap.
24. De Anza would like to do late adds for distance learning like Foothill; did not want to do initially.
    - Schedule meeting
    - Both colleges do not want to do late adds for regular classes.