

Winter Registration Weekly Go Live Meeting Minutes

January 20, 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, Gordon Poon, Rachel Tai, Veronica Aparacio, Larueen Balducci, Henry Jung, Jim Clow, Susan Malmgren and Kari Elliott (note taker).

1. Grade Roll:
 - Successfully completed at both colleges.
 - Need procedure in place to run only 1-2 times instead of 3-4 times.
2. Winter Registration:
 - 20,622 registered at De Anza.
 - 13,900 registered at Foothill
3. January 22, 2011 scheduled system downtime.
 - General announcement has gone out on MyPortal .
4. Security:
 - Reviewing over arching security access.
 - Student Information Channel scheduled to go live end of February.
 - Will be available February 7, 2011 for review and feedback.
5. Banner Bulletin:
 - Have all Teams issues lists.
 - Publish in production next week.
6. Foundation – Go Live March 1, 2011
 - Will begin weekly meetings starting January 25, 2011 from 9:00am-9:30am at the Carriage House.
 - Begin testing rules and validation tables in TRN8 mid February.
 - On target for March go live.
7. BDMS:
 - On schedule.
 - SGHE still reviewing script; need date when review is done.
8. 320 Report:
 - Completed, certified and posted to chancellor website.
 - Consultant will be on site to train schedulers at both colleges.
 - Coordinate training with Christina Espinosa-Pieb and Shirley Treanor.
9. Cashiering & Pell Grant:
 - Meet with consultant Monday, January 26, 2011 from 9-11am in D260.
10. Backfill Dollars:
 - Disbursement from EIS will be discussed in next Core Committee meeting.

Outstanding Student Issues:

1. Add codes with waitlist (W/L).
 - Does not always work; not consistent or reproducible.
 - Add codes will not work until class starts – need to make clear to faculty and students.
2. Add codes with drop for nonpayment (DE).
 - Dropped from waitlist but have an add code; will not allow student to add after dropped.
3. Add codes with instructor drop with refund (IR).
 - Customized code for FHDA.
 - Working on solution.
4. Waitlist not automatically enrolling students (need mod).
 - Looking into customization.
 - Colleges believe enrollment is down because waitlist is not automatic.
5. P/NP – Q being assigned by students (P/NP only). Check Q at course level.
 - Status students should not see.
 - Looking into masking.
 - Checking if Q properly configured to not be web enabled.
6. P/NP choice not working consistently.
 - SGHE bug will be fixed with next release.
 - Need to go back to old way as work around.
 - Students will need to fill out a form and bring to college A & R offices.
 - Kathleen Moberg will send out message on MyPortal and post on website notifying students; Foothill will need to do the same.
7. Still migration problem with Permanent Residence (PR) not having right citizenship code.
 - Need list of students with wrong code.
 - Form team to review.
8. Migration discrepancies between CITZ and RESD (N in CITZ mean anything to HR?).
 - Applies to F1 students.
9. Problems with incomplete on grade rosters.
 - Not rolling over and faculty put incomplete in roster.
 - ETS is looking into.
 - Need to know if grades are on active roster.
10. Problems with some students not showing up on grade rosters even though faculty said they submitted all.
 - Grades will not be seen immediately on MyPortal.
 - Need to roll grades after submitted; scheduled event, not done every day.
11. Length of time to run jobs, need for review and re-run.
 - Run jobs minimum times.
 - Document all batch jobs and frequency of jobs.
12. Positive Attendance.
 - Faculty do not always submit when submitting grades.
 - Reject grade submission if positive attendance is not submitted.