

Student Weekly Meeting Minutes

January 26, 2012 8:00am-9:00am

Attendees: Chien Shih, Tom Roza, Susan Malmgren, Bill Baldwin, Drake Lewis, Jerrick Woo, Joe Lampo, Veronica Aparicio, Kent McGee, Shawna Aced, Kathleen Moberg, Nazy Galoyan, Joan Pena-Ferrick, and Kari Elliott (note taker).

Standing Agenda Items:

1. 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.
2. Grade Roll & Ineligible Processing (UC4):
 - 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.
3. Faculty Association Mandate (stop registration when quarter starts):
 - Implement Summer quarter 2012.
4. 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.
5. Degreeworks – Go Live January 9, 2012:
 - Some issues – have been resolved.
 - Norbert working on found defect.
 - Localization PDF needs to be applied.
6. 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.
7. 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.
8. 1098ts:
 - Ready to implement.
9. Security General C Class:

- Faculty and Student have been removed.
 - Next to remove is division administrative assistants and deans; follow up at next meeting.
10. 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 in Degreeworks and Class Finder; still need to implement into baseline Banner.
11. Cashier Office – Financial Aid Disbursements:
- Running every Tuesday.
12. Fees incorrect when student drop courses online.
- Defect in Banner; affects some international students at De Anza.
 - Service request with Action line.
13. Regulatory overhaul of repeatability, withdrawal and grade calculations.
- Date to apply – April 2012.
 - Need to schedule testing.
14. Placement scores – show students' level in Banner, not score – Jerrick.
- In test stage; complete end of February.
15. Missing grades banded report – Jerrick.
- Release to senior management at both colleges; in process to put on tab.
16. Tracking non-transcriptable courses in Banner – Lourdes/Jim.
- I/R needs a centralized place for tracking; have specs by end of month.
17. Census – review specs January 19, 2012:
- Button will appear only on census date; will disappear after date passes; no implementation date yet.
18. State Compensation Report – Due April 1, 2012:
- SGHE cannot release patch; HR/Payroll will transfer project to ETS.
19. Faculty Leave Reporting – began coding, complete end of April.
20. Replacement email/calendar – currently evaluating.
21. 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.
22. 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.
23. 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.