

Winter Registration Weekly Go Live Meeting Minutes

January 27, 2011 8:00am-9:00am

Attendees: Chien Shih, Rich Schroeder, Joan Pena-Ferrick, Stephanie Franco, Becca Levin, Jerrick Woo, Joe Lampo, Drake Lewis, Kathleen Moberg, Gordon Poon, Veronica Aparacio, Jim Clow, Susan Malmgren, Tom Roza, Ron McFarland, Kent McGee, Bill Baldwin and Kari Elliott (note taker).

1. New Issues:
 - Cohort indicator – cannot make inactive; table was never created.
 - Kathleen will look into.
 - Past class records stored on RDB database – how to make available to faculty.
 - Tom and Joe will present a proposal to Chien today to move data and store similarly to paystubs and timesheets.
2. Grade Roll:
 - Reduce the number of times needed to run.
 - Publish calendar with deadlines (grade submittal and available to students).
 - A & R offices are working with college web designers.
3. Batch Processing:
 - Improve background batch processing. – Service request with action line.
 - Made changes recommended by SGHE – still verifying improvement has been made.
 - Susan will begin collecting batch jobs from all departments to post on Banner Bulletin channel.
4. Luminis Upgrade (to fix rendering errors):
 - Completed January 22, 2011.
 - No reports of rendering errors.
 - Financial Aid was upgraded at the same time to update regulatory rules.
5. Security:
 - Reviewing over arching security access.
 - Begin removing faculty from INB February 2, 2011.
 - Will begin reviewing student employees.
6. Student Information Channel:
 - Still on target – preliminary review February 7, 2011.
 - In production end of February.
7. Banner Bulletin:
 - Core & Steering committees approved – in production January 27, 2011 on Employee Tab.
 - Links to issues, team minutes, schedule and calendar dates are available.
 - Updated on a weekly basis.
 - Will be adding another channel for batch job schedule.
 - Will add a directory channel on All Users Tab.
8. Foundation – Go Live March 1, 2011
 - Review February 1, 2011 for moving from TRN8 to TST8
 - Currently cleaning up data; begin upload February 8, 2011.

9. BDMS:
 - On schedule.
 - April 8, 2011 turn system over to Student team to validate.
10. 320 Report:
 - Completed.
 - Consultant will be on site to train schedulers at both colleges – working with colleges to schedule.
11. Cashiering & Pell Grant:
 - Completed.
12. Backfill Dollars:
 - Disbursement from EIS reserve will be discussed in Monday's Core Committee meeting; reserve will be depleted.
 - Backfill dollar request has been approved by chancellor staff; source for funding has not been secured yet.
13. Foothill Distance Learning Faculty request for online forms:
 - Make forms available on line in one place (channel) – Susan is working on.
 - Next step is to make forms standardized and eventually fill able on line.

Outstanding Student Issues:

1. Add codes with waitlist (W/L).
 - Add codes will not work until class starts – need to make clear to faculty and students.
 - Addressed in trainings and training materials.
2. Add codes with drop for nonpayment (DE).
 - Dropped from waitlist but have an add code; will not allow student to add after dropped.
 - Propose removing from roster when dropped – Rich will bring to De Anza.
 - Run recommended SGHE script to remove certain drops from roster when classes start.
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.
 - Kathleen may have a contact and will forward to ETS.
5. P/NP – Q being assigned by students (P/NP only). Check Q at course level.
 - Run script to remove Q – Jerrick.
6. P/NP choice not working consistently.
 - Product defect; no solution.
 - Need to go back to old way as work around.
 - Susan will update student instruction sheets of change.
 - 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.
 - Fixed.
8. Migration discrepancies between CITZ and RESD.
 - Fixed.
9. Problems with incomplete on grade rosters.
 - Incompletes are not rolling into Academic History.
 - 'None' is a system default in drop down menu for entering grades.
 - Need to change to 'Select'.
10. Problems with some students not showing up on grade rosters even though faculty said they submitted all.
 - Pending – waiting for confirmation.
 - Drake will work on message for submitting grades.
11. Length of time to run jobs, need for review and re-run.
 - Working on documenting all batch jobs.
12. Positive Attendance.
 - Faculty need to enter hours when submitting grades.
 - Susan will update faculty instructions to include need to enter hours.