Student Weekly Meeting Minutes
January 3, 2013, 8:00am-9:00am

Attendees: Chien Shih, Joe Moreau, Tom Roza, Shawna Aced, Stephanie Franco, Joe Lampo, Susan Malmgren, Veronica Aparicio, Joan Pena-Ferrick, Jerrick Woo and Kari Elliott (note taker).

Standing Agenda Items:

1. Winter Registration.
   - 20,300 registered at De Anza.
   - 11,800 registered at Foothill.
2. Fall Grade Rolls.
   - De Anza will run January 3, 2013, Foothill will run January 6, 2013.
   - No problems to report.
3. Ineligible drops did not work at Foothill; some students were not dropped and should have been.
   - Researching cause.
4. Senior Staff has made the decision to stop drop for nonpayment.
   - Implement pay now or installment plan – implement early 2013.
     - Install implementation plan, change drop procedures or both.
   - Meeting scheduled January 11, 2013.
5. ETAC Committee has approved strong password requirement.
   - 8 characters long including upper/lower case, a number and a special character.
   - Recommend implementing mid-Winter quarter would be better-February 2013.
   - Have training video available in January 2013 regarding password changes.
   - Password will need to be changed even if already a strong password.
   - Passwords will need to be changed once a year.
6. 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.
     - Consultant onsite January 8-10, 2013.
     - 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.
   - Impacts more departments than Financial Aid.
7. CCCApply– New Application.
   - Mandate to convert June 2014.
   - Begin testing Summer 2013.
   - Will need crosswalk for CWID and federal ID.
   - 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.
8. 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.

9. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
   - Payment archive.
     - Monitor closely during first 2 weeks of Winter quarter.

10. Electronic Transfer of AP Score (Stephen Fletcher/Jerrick).
    - Automatic process in place.
    - De Anza has finished building table; need to test files in table.
    - Foothill still building table.
    - Next upload May-June 2013.

11. 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.

12. Create auto-save for entering grades; some faculty do not save before timeout.
    - Update instructions to enter grades and hours at same time.

13. Data Requirements from SIS Legacy System:
    - Legacy sunset date – June 30, 2013.
    - Developed old Plus screen using APEX for Finance and 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.

14. FERPA training (review current procedures, reminders).
    - HR working on plan – part of hiring process.
    - Write into HR record – HR working on.

15. TouchNet payment issues.
    - Had reconciliation issues 3-4 days in December 2012; had to reconcile manually.
    - Credit card authorization issue; students entering expiration date with dashes.

16. Census:
    - Auditors Report spec completed and colleges approved; need report completed by May 2013.

17. UC4 (Banner Agent):
    - Cannot run Banner job without Banner Agent.

18. BDMS:
    - Student records on microfilm, microfiche, old CDs; need way to access records.
      - Joe Lampo will follow-up.
    - Received license keys for new scanning engine; update scanning software.
    - Contract hours for technical consultant to help with configuration and training for trainer.

19. Counselors would like button to change majors in Degreeworks; add to dashboard – completed.

20. Counselors would like placement score view added to dashboard.

21. Degreeworks:
    - 4.1.1 installed in Degreeworks Test.
        - Move into Production January 3, 2013.
        - Jerrick will complete localizations before moving into Production.
    - IGETC.
        - Testing in 4.1.1.
22. 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.
    - De Anza Counseling will be pilot department for eAdvising.
        - Begin testing January 3, 2013; continue testing next week.
    - De Anza Transfer Center – implement eSARS – completed.
    - Foothill PE – go live with SARS TRAK January 7, 2013.
23. Security:
    - Drafting email retention policy.
    - Provisioning/de-provisioning security process with APEX.
    - Need way to track INB access to non-employees (vendors, contractors).
24. Faculty Leave Reporting – Go Live February 2013.
    - On target.