

## **Student Weekly Meeting Minutes**

**July 12, 2012, 8:00am-9:00am**

Attendees: Chien Shih, Tom Roza, Joe Lampo, Bill Baldwin, Kathleen Moberg, Rachel Tai, Jerrick Woo, Stephanie Franco, Veronica Aparicio, Drake Lewis, Laureen Balducci and Kari Elliott (note taker).

### **Standing Agenda Items:**

1. Data Requirements from SIS Legacy System:
  - Legacy sunset date – June 30, 2013; need data store when decommissioned.
  - Reviewing students in Banner for missing courses.
  - Backup J Test area.
2. Census:
  - Review Auditors Report spec; need completed by May 2013.
3. UC4:
  - Banner Agent – still negotiating with Ellucian on maintenance fee.
    - Meeting scheduled early August.
  - Cannot run Banner job without Banner Agent; test with Summer grade roll.
4. Summer Registration.
  - 14,000 registered at De Anza.
  - 10,700 registered at Foothill.
5. Spring grade rolls begin July 6, 2012 for both colleges.
  - Continue until complete; no problems reported.
6. Clone PRODN to run 320 report with old rules – July 9, 2012.
  - Clone PRODN July 13, 2012 to make current; clone was not needed July 9<sup>th</sup> for 320 report.
7. Financial Aid Issue with early Summer session (Foothill).
  - Will have to do manual changes for entire Academic year for 119 students; enrolled in Spring quarter and early Summer quarter – sessions overlap.
  - Will have to change module for next year if Foothill continues to have an early Summer session.
8. Early Summer session Issue.
  - Need report to find students who fail an early Summer session and try to enroll again in regular Summer session for same course – completed.
9. Fall Registration – Foothill will begin July 18<sup>th</sup> and De Anza July 23<sup>rd</sup>.
  - 50,339 date to register time tickets issued not including CCCApply new registration group.
10. BDMS:
  - Phase III: De Anza has microfiche records on CD, need to move into BDMS.
  - Disabled Students – ready to begin training.
    - De Anza has provided a list for security but do not have a scanner yet.
11. Degreeworks:
  - Have patch for 'What if' scenarios; patch did not work and have escalated service request.
    - Resolved.
  - Double credit issue (affecting more students at both colleges); routine did not work.
    - Defect fixed with 4.1.
  - Still having issues with Ed plan.

- Known defect with Internet Explorer; confirmed fixed in 4.1.
  - Foothill reported problem with saving Ed plan in 4.0.9.
    - Cannot save Ed plan if course is misspelled or unit value is wrong; error message does not pop up and it used to.
    - Happens on PC and Macs; Browser may not allow pop-ups.
    - Need to investigate further.
  - Counselors would like button to change majors in Degreeworks; add to dashboard – July 2, 2012.
    - Also will add placement score view to dashboard.
  - IGETC – Kent will follow up with San Mateo College.
    - Kent needs to work on with Action Line to resolve.
  - Requested consultant help for two days for technical trouble shooting – end of August.
12. SARS/eSARS:
- Financial Aid would like to purchase text message option; PR is in progress.
    - Synch chip needed for sending text messages; Will need to get new quote.
  - Colleges will combine contract; ETS will be point of contact.
  - Foothill will replace STS with SARS.
13. Security:
- Bill is working in APEX to automate security.
    - Looking at current process.
    - Will need to involve HR; create task force – Joe will take lead.
14. Faculty Leave Reporting – began working on Payroll interface.
- Need testing/training schedule.
15. Replacement email/calendar:
- All accounts have been converted; doing some cleanup.
  - Phase II – implement Outlook client; users must opt in through Call Center.
16. Health Insurance Fee Issue.
- Provide better reporting to users; working on ARGOS report.
17. Generic emails (department email accounts).
- Have been converted.
  - Contact Call Center to get new passwords.
19. Locked Accounts.
- ETS has identified accounts and started enabling them.
  - Need policy change to bump up to 2 years instead of 1 year of no activity.