

Student Weekly Meeting Minutes

July 14, 2011 8:00am-9:00am

Attendees: Chien Shih, Bill Baldwin, Kathleen Moberg, Tom Roza, Joan Pena-Ferrick, Joe Lampo, Susan Malmgren, Jerrick Woo, Pat Fifield, Becca Levin and Kari Elliott (note taker).

1. Registration for Fall quarter:
 - 4,100 registered at De Anza.
 - Waitlist issue with one class; waitlist was wiped out.
 - Foothill Fall Registration starts July 21, 2011
2. BDMS:
 - Production platform ready July 11, 2011; all documents have been converted from Hershey into BDMS.
 - Need to certify production platform.
 - De Anza is committed to complete by the end of month; need confirmation Foothill is committed too.
 - De Anza has sent security list to Bill and Matt; list covers areas defined outside of A & R.
 - Foothill has sent security list to Bill and Matt; does not cover areas defined outside of A & R.
3. 8.4 Upgrade:
 - Fixed Pass/No Pass issue (did not work after quarter started); will leave work around in place for Fall quarter to make sure it is really fixed.
 - Waitlist kick start can run every 15 minutes after quarter starts now.
4. Degreeworks:
 - Training this week.
 - Production platform ready to clone test to production.
 - Degreeworks test is connected to PRODN.
 - Need to clarify from consultant if student records need to be excluded from cloning process.
5. Transcript Printing Issues:
 - Printing future graduation date on transcript.
 - Matt will fix.
6. High School Attribute:
 - Defer to Fall quarter.
7. Max units check for concurrently enrolled students:
 - No longer working; baseline Banner.
 - Need to check for high school students.
 - Joe will open ticket with SGHE.
8. Need to be able to capture non-transcript certificates (Foothill request):
 - Have requirements for reporting from Lourdes.
 - Process to add certificates is manual and labor intensive.
 - Team members agree to leave current process for gathering as is; will not put into Banner.
9. Advancement:
 - Run payroll deduction this week.

10. Refund rule on SFARSTS – Term spanning classes:
 - Affects mostly Summer quarter.
 - Setup issue – assign percentages instead of dates; change to 10% of quarter for refund.
11. 320 Report – July 15, 2011 filing due:
 - De Anza is done; Foothill is not.
12. Cashier/Financial Aid Disbursement:
 - Applied/unapplied job; need to change parameter from 4 to 3 because financial aid crosses fiscal year boundary.
13. Positive attendance hours & contract hours:
 - Change message – make bolder max hours exceeded; faculty miss message.
 - Modify essentials and faculty roster – clearer instructions and list max hours.
 - Susan has already completed the specs.
14. Faculty notification when census is due (Active Class Roster):
 - Matt can do.
15. SIAINST – Role assignment per request:
 - Makes role assignment permanent.
 - Need a process for requesting and granting.
 - Bill will need to keep track of requests.
16. Academic Standing – De Anza:
 - Overrides are a manual process – Joe will open ticket with SGHE.
17. Next window to do upgrades will be August 12, 2011.
 - Tom will send out an advisory email to Core Committee members.