

## **Student Weekly Meeting Minutes**

**July 19, 2012, 8:00am-9:00am**

Attendees: Chien Shih, Lourdes Del Rio-Parent, Drake Lewis, Tom Roza, Stephanie Franco, Susan Malmgren, Jim Clow, Joe Lampo, Kathleen Moberg, Jerrick Woo, Joan Pena-Ferrick, Sheila Coyne, Henry Jung, Bill Baldwin and Kari Elliott.

### **3CBG Conference:**

September 18, 2012, 8:30am-5:00pm, at the Hilton Newark/Fremont, 39900 Balentine Dr, Newark, CA 94560.

- FLAC module presentation.
- DegreeWorks Implementation presentation.
- May do BDMS presentation.

### **Standing Agenda Items:**

1. Data Requirements from SIS Legacy System:
  - Legacy sunset date – June 30, 2013; need data store when decommissioned.
  - Course History migration; course work that was missed by 2010 SIS Plus migration to Banner.
    - Many missing courses from first migration.
    - Establish parameters for moving course history.
    - Still migrating every night; A & R clean up still needs to be done.
    - Deadline to complete – December 31, 2012.
2. Census:
  - Auditors Report spec completed and reviewed; need report 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. Fall Registration – Foothill will begin July 18<sup>th</sup> and De Anza July 23<sup>rd</sup>.
  - 244 registered at Foothill.
5. Spring grade rolls begin July 6, 2012 for both colleges.
  - Continue until complete; no problems reported.
6. 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.
7. Degreeworks:
  - 4.1 not in Test yet.
  - 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.
8. 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.
  - Foothill will replace STS with SARS.
9. Security:
- Bill is working in APEX to automate security.
    - Moving forward; review spec when ready.
  - Student group Pop Sel access; run report to find overlapping security class and add to security class.
10. Faculty Leave Reporting – began working on Payroll interface.
- Need testing/training schedule.
11. Replacement email/calendar:
- July 30, 2012 conclude implementation.
  - Phase II – implement Outlook client; users must opt in through Call Center.
12. Health Insurance Fee Issue.
- Provide better reporting to users; working on ARGOS report.
13. Review Functional Spec for automating the Student Checklist.
- Meeting scheduled in 2 weeks with key players.