

Student Weekly Meeting Minutes

July 21, 2011 8:00am-9:00am

Attendees: Chien Shih, Bill Baldwin, Kathleen Moberg, Joan Pena-Ferrick, Joe Lampo, Susan Malmgren, Jerrick Woo, Becca Levin, Shawna Aced, Stephanie Franco, Drake Lewis, Matt Rapczynski and Kari Elliott (note taker).

1. Registration for Fall quarter:
 - 11,500 registered at De Anza.
 - Foothill Fall Registration starts July 21, 2011.
 - No issues to report.
2. BDMS:
 - Need to test different types of scanned documents.
3. 8.4 Upgrade:
 - Waitlist kick start can run every 15 minutes after quarter starts now.
 - Need to switch Foothill to Fall quarter; De Anza already switched.
4. Faculty Association Mandate (stop registration when quarter starts):
 - Presidents at both colleges expressed concern over the impact of enrollment for Winter quarter when implemented at senior staff.
 - Want to make sure is fully tested and functioning before implementation.
5. Degreeworks:
 - Colleges requested trainer come back in 3-4 months.
 - Currently testing past students.
 - Need a roll out plan for counselors – September.
6. Transcript Printing Issues:
 - Foothill reported requests for transcripts through credentials are getting stuck in queue; when request is manually printed, credential request prints too (De Anza transcripts are printing with Foothill transcripts).
 - Matt has fixed – need to test.
 - Eventually both colleges will outsource transcript printing to Credential Inc.
7. High School Attribute:
 - Defer to Fall quarter.
 - Stephanie Franco will create a high school program (will share with Kent at De Anza).
 - Once high school program is created, will contract with Lee McDonald to change parameters on CCCApply.
 - Need to complete before October 1, 2011 (Winter quarter).
8. Max units check for concurrently enrolled students:
 - Have a solution for high school students.
 - Need to look at original rule setup; some rules have been removed – Shawna.
 - Can run a script after the fact – Jerrick.
9. 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.

- Departments would be responsible for keeping up to date.
 - Team members agree to leave current process for gathering as is; will not put into Banner.
10. Advancement:
- Payroll deduction is setup.
11. Cashier/Financial Aid Disbursement:
- Applied/unapplied job; need to change parameter from 4 to 3 because financial aid crosses fiscal year boundary.
 - Done – waiting for testing.
12. Positive attendance hours & contract hours:
- Change message – make bolder max hours exceeded; faculty miss message – Drake.
 - Modify essentials and faculty roster – clearer instructions and list max hours.
 - Susan has already completed the specs; Matt working on ready – ready in August.
 - Shawna will email specs to Susan for report of faculty teaching positive attendance and their email.
13. Faculty notification when census is due (Active Class Roster):
- Matt can do – ready in August.
14. Academic Standing – De Anza:
- Batch process ready August 4, 2011.
15. Next window to do upgrades will be August 12, 2011.
- Need to move drop for nonpayment from August 12, 2011 to August 13, 2011 (De Anza).
16. 1098ts:
- Recreate in ARGOS to match IRS fields; students will be able to get through SSB.