

## Student Weekly Meeting Minutes

July 25, 2013, 8:00am-9:00am

**Attendees:** Chien Shih, Henry Jung, Nazy Gayolan, Angela Caballero de Cordero, Tom Roza, Veronica Aparicio, Bill Baldwin, Joe Lampo, Joan Pena-Ferrick, Moaty Fayek, Jerrick Woo, Kent McGee, Susan Malmgren, Kathleen Moberg and Kari Elliott (note taker).

### Standing Agenda Items:

1. Dates for Summer (add, drop, refund and census reminders) Issues.
  - Sometimes all fall on same date; happens mostly in Summer, affects other terms too.
  - Part of term, term spanning, daily use a percentage.
    - Create part of term for these types of classes.
  - Test with dailies in regular quarter.
2. 11g Conversion Issues.
  - Single sign-on for Mac users into INB does not work; patch works for operating systems 10.6 and newer, will apply patch when older Macs have been upgraded.
    - Tech services have begun replacing older Macs; finish end of July.
3. Fall Registration.
  - 2,600 registered at Foothill.
  - 2,000 registered at De Anza.
  - Pre-requisite issue affecting Bio courses at Foothill; issue with course setup.
    - De Anza resolved issue at course level; Foothill will ask for help.
4. Installment Plan/Pay to Stay Project.
  - Implement Touchnet installment plan August 22, 2013.
    - Working on single sign-on.
    - Complete testing by August 14, 2013.
  - Begin rolling drops September 1<sup>st</sup> until first day of school – Steering Committee.
  - Installment plan fee – still in discussion – Steering Committee.
  - Pending Financial Aid exempt from drops – Steering Committee.
  - Steering committee met but did not make any decisions.
    - Both colleges recommend having some drops for nonpayment for Fall quarter; give students a chance to enroll in Payment plan.
  - Implement Pay to Stay policies Winter quarter.
5. ID Card/Printing Services Project.
  - Separate printing services from Capture Card/implement new printing services – September 3, 2013.
    - August 9, 2013 – cut off GoPrint to students; need to communicate to students.
    - Printers on order; colleges have finalized printer deployment locations.
    - Need to install print driver on computers in all labs.
      - Second pilot test August 12, 2013.
      - Working on documentation.
      - Student cloud accounts – maintain balance and upload documents.
  - Multicard chosen by ETAC and selection committees.
    - New equipment, cameras, printers in place by September 1, 2013.

- Finalize functional specs early August.
- 6. Open CCCApply – convert June 2014; begin early 2014.
  - Begin after September.
  - International Students offices want to automate application process; currently use paper application and enter info manually.
    - Use Xap until CCCApply version is ready.
    - Demo of Xap module from Grossmont College.
- 7. Need to change enrollment priorities for Fall 2014.
  - Begin programming July 22, 2013.
  - Need to communicate change to students end of this academic year.
- 8. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
  - Still not satisfied with run time; does finish on time.
  - Still looking for ways to improve TGRAPPLY.
  - TouchNet re-calc for installment plan will need to be run at a certain time.
- 9. Student Success Checklist – Summer 2013.
  - Currently testing; some issues.
  - Will start with Fall 2013.
  - High School students after 1989 began earning college credit; need report to find students with college credit.
- 10. BDMS:
  - Student records on microfilm, microfiche, old CDs; need way to access records.
    - Joe Lampo will follow-up.
- 11. Counselors would like placement score view added to dashboard; complete when new dashboard is available, Summer 2013.
- 12. Degreeworks:
  - Ed plan already approved missing – ticket with Action Line; lead developer at Ellucian working on.
    - Finish setup for Ed Plan 4.1.1 test instance July 18, 2013.
    - Have work around for finding missing Ed Plans.
  - Convention for saving Ed Plans has been emailed.
    - Would like an error message if convention is not followed – looking into.
  - Request to merge Degreeworks and Banner data for a more productive IR report.
    - Separate databases; cannot merge.
    - Can use ARGOS; joint database concept.
    - Andrew LaManque can pull data from Degreeworks as needed; have Mallory Newell contact Andrew.
- 13. Financial Aid Refunds Issue:
  - Change process - automate; labor intensive, may need consultant help.
- 14. Repeatability needs to be removed from all courses (State mandate) – effective Fall 2013.
  - Can begin entering families into Production after August 2, 2013.
    - Will need ARGOS report to look at students registered before August 2, 2013 for repeatability.
  - CALB Student 8.7 – in Production August 2, 2013.
    - Will not be able to thoroughly test before moving into Production due to staffing issues.