

Student Weekly Meeting Minutes

July 5, 2012, 8:00am-9:00am

Attendees: Chien Shih, Tom Roza, Joe Lampo, Joan Pena-Ferrick, Bill Baldwin, Henry Jung, Kathleen Moberg, Rachel Tai, Jerrick Woo, Lourdes Del Rio-Parent, Stephanie Franco, Veronica Aparicio, Joan Pena-Ferrick 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.
 - Have program to lookup students in Banner with history is SI.
2. Census:
 - Review Auditors Report spec; need completed by May 2013.
3. UC4:
 - Banner Agent – still negotiating with Ellucian on maintenance fee.
 - Cannot run Banner job without Banner Agent; test with Summer grade roll.
4. Faculty Association Mandate (stop registration when quarter starts) – July 2, 2012:
 - Has been implemented.
 - Some requests from students to be added to waitlist; A & R office sent email to student and faculty explaining Faculty Association.
 - Cannot have custom messages on waitlists.
5. Summer Registration.
 - 14,147 registered at De Anza.
 - 10,895 registered at Foothill.
6. Spring grade rolls begin July 6, 2012 for both colleges.
 - De Anza will roll grades July 6th; Foothill will roll grades July 8th.
7. Clone PRODN to run 320 report with old rules – July 9, 2012.
 - May not need to do; will check with A & R offices before July 9th.
8. 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.
9. 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.
10. Fall Registration – Both colleges will begin registration July 23, 2012.
 - Need time tickets week of July 9th.
11. 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.
12. 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.
13. 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.
14. Security:
- Bill is working in APEX to automate security.
 - Looking at current process.
 - Will need to involve HR; create task force.
15. Faculty Leave Reporting – began working on Payroll interface.
- Need testing/training schedule.
16. Replacement email/calendar:
- Implement by July 9, 2012.
 - No Meeting Maker conversion; will be decommissioned July 15th.
17. Health Insurance Fee Issue.
- Provide better reporting to users.
18. Generic emails (department email accounts).
- Will be converted July 6, 2012.
 - Contact Call Center to get new passwords after conversion.
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.