

Student Weekly Meeting Minutes

June 16, 2011 8:00am-9:00am

Attendees: Chien Shih, Bill Baldwin, Henry Jung, Shawna Aced, Kathleen Moberg, Tom Roza, Joe Lampo, Joan Pena-Ferrick, Veronica Aparicio, Stephanie Franco, Drake Lewis, Rich Schroeder, Becca Levin, Angela Caballero de Cordero and Kari Elliott (note taker).

1. ARGOS:
 - End user training this week.
 - Follow up training in August.
2. Registration for Summer quarter:
 - 12,128 registered at De Anza.
 - 7,600 registered at Foothill.
 - No issues to report.
3. De Anza president Brian Murphy has moved Fall registration to July 7, 2011 – college has already made announcements.
 - Run time tickets for Fall June 21, 2011.
 - Schedule will be ready July 1, 2011.
 - Foothill will not move their Fall registration up.
4. Fall Registration Schedule:
 - De Anza
 - July 7th EOPS/DSS/Vets/EDC
 - July 12th Other Priority
 - July 13th Continuing Students
 - July 21st New & Former Students
 - August 15th High School Students
 - Foothill
 - July 21st Priority Registration (EOPS, DSPS & Vets only)
 - July 22nd Early Registration
 - July 25th Continuing Students (start date staggered by number of units)
 - August 1st New & Former Students
 - August 2nd High School Students
 - Fall quarter classes begin September 26, 2011.
 - Drop for nonpayment dates TBD by colleges.
5. Advancement 8.4 – PRODN:
 - Need a 2 hour window to move into Production.
 - Tom suggested extending the soft close outage June 30, 2011 for Finance by 2 hours.
6. SSB – updating mailing addresses:
 - Students do not understand how to update; mailing addresses are stale.
 - Make students aware to update personal info on MyPortal; have message on MyPortal when students log in to update info.
 - Send target announcement to students.
7. 320 Report – next filing July 15, 2011.
 - Audit findings – clean up TBA classes.

- Additional items to be corrected per John Mullen.
 - De Anza has staffing issues – cannot get everything done
 - Need update from schedulers.
8. BDMS:
- Cabinets will be loaded with Hershey data by end of June 16, 2011.
 - Tom will let A & R offices know when they can start to certify.
 - Still need date to freeze Hershey.
9. Degreeworks:
- Last week's training went well.
 - Verifying and continuing to build.
 - Foothill requesting PRODN clone after June 20, 2011; cannot do review.
 - Degreeworks test connect to PRODN week of July 6, 2011.
10. Security Report:
- Certify by end of month.
 - Internal review with team leads when additional reports ready.
 - Process for removing security access for terminated employees; need to involve HR in discussion.
 - Need a policy and tool to implement policy (fill able electronic form).
 - Process to automate.
 - Bring to Core Team meeting June 20, 2011.
11. FERPA Training in Banner:
- Complete by Fall quarter; follow Haz-Mat training model.
 - Keep track of employees who completed the training.
 - Link is working for Foothill; was using an old link.
12. Academic Standing – De Anza testing:
- Still need to gather more data.
 - Scheduled meeting with Foothill.
 - Follow up with Jerrick.
13. Registration Issues:
- High School attributes need to terminate when student applies as a new college student.
 - Auto emails from CCCApply inconsistent; students not getting communications.
 - May 7, 2011 upload did not work right.
 - Verification process for downloaded successfully and uploaded into Banner.
 - Banner is no longer checking concurrently enrolled students for max units; Shawna reported a student taking the max units at De Anza attempting to take the max units at Foothill.
 - Baseline banner, was working last summer and is not now.
 - Need to find root cause.