Student Weekly Meeting Minutes
June 20, 2013, 8:00am-9:00am

Attendees: Chein Shih, Susan Bloom, Sheila Coyne, Nazy Galoyan, Stephanie Franco, Tom Roza, Veronica Aparicio, Joe Lampo, Joan Pena-Ferrick, Mi Chang, Matt Rapczynski, Susan Malmgren, Kathleen Moberg, Bill Baldwin, Rachel Tai and Kari Elliott (note taker).

Standing Agenda Items:
1. 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.
     - o Tech services will identify and begin replacement mid-July.
2. Summer Registration.
   - 12,500 registered at De Anza.
   - 9,200 registered at Foothill.
3. Block online enrollments for students living in 5 states charging licensing fee to out of state school residents take online classes when uploading from CCCApply.
   - Testing in PRODN; need to certify.
4. Installment Plan/Pay to Stay Project.
   - Implement Touchnet installment plan August 23, 2013.
     - o Begin installation June 20th; complete early July.
     - o Establish connectivity to test site at TouchNet Data Center.
     - o Schedule training week of July 11, 2013; remote WebEx.
   - Begin rolling drops September 1st until first day of school.
   - Installment plan fee – still in discussion.
   - 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.
     - o August 9, 2013 – cut off GoPrint to students; need to communicate to students.
     - o Printers on order; colleges have finalized printer deployment locations, waiting for Steering Committee approval.
     - o Need to install print driver on computers in all labs.
     - o Pilot printing and new ID cards at both colleges in July 22, 2013; will have a second pilot test August 12, 2013.
   - Multicard chosen by ETAC and selection committees.
     - o New equipment, cameras, printers in place by September 1, 2013; ID card stations have been identified at each college.
     - o All ID cards will have an expiration date 3 years from issue date.
6. Open CCCApply – convert June 2014; begin early 2014.
   - Contract renewal – June 30, 2013; Foothill wants to purchase module for non-credit.
   - 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.
   - Specifications revised.
   - Test against Fall quarter data; October 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.
   - As registration volume increases, process takes longer to run.
9. Student Success Checklist – Summer 2013.
   - Currently testing.
10. Legacy sunset date – June 30, 2013:
    - Data migration done; Currently testing.
11. Census:
    - Roster 4.1 – June 2013.
      - Confirmation email to instructors after sending census.
      - Double click sensor.
      - Green check mark after electronic signature found in Banner.
      - Have users test in PRODN before releasing into Production; need faculty to test.
      - Currently testing.
    - Test future releases in controlled environment, 2 weeks before release date.
12. BDMS:
    - Student records on microfilm, microfiche, old CDs; need way to access records.
      - Joe Lampo will follow-up.
    - Foothill Disabled Students will demo for District Office.
13. Counselors would like placement score view added to dashboard; complete when new dashboard is available, Summer 2013.
14. Degreeworks:
    - Ed plan already approved missing – ticket with Action Line; lead developer at Ellucian working on.
      - Work around labor intensive.
      - Did not install 4.1.1; work on this summer and involve counselors from both campuses.
    - GPA calc tab – getting error for term calculator; fix from Action Line did not work; updated ticket.
      - Still not working.
15. Financial Aid Refunds Issue:
    - Change process - automate; labor intensive, may need consultant help.
16. Repeatability needs to be removed from all courses (State mandate) – effective Fall 2013.
    - 29 families need to be built; De Anza has built 5 so far, Foothill hasn't started yet.
    - Banner setup for repeatability will not work for multi-colleges & different terms; need help from Action Line.
      - Will need to run reports and drop manually.
    - CALB Student 8.7 – in Production August 2, 2013.
      - Will not be able to thoroughly test before moving into Production due to staffing issues.
      - Will need reports to fix errors.

17. Registration Survey – Institutional Research request.
    - Force students to answer 2 survey questions when registering in Luminis.
    - In PRODN, ready for testing.
        - Survey works; will disappear after student fills out and will not re-appear.
        - Registered students only; will have to link to add/drop screens and registration.