

Student Weekly Meeting Minutes

June 21, 2012, 8:00am-9:00am

Attendees: Chien Shih, Joe Moreau, Tom Roza, Joe Lampo, Joan Pena-Ferrick, Veronica Aparicio, Bill Baldwin, Susan Malmgren, Henry Jung, Kathleen Moberg, Rachel Tai, Shawna Aced, Angela Caballero de Cordero and Kari Elliott (note taker).

Issues:

1. Generic emails (department email accounts).
 - Do not know how to use in Exchange.
 - Sharon Luciw sent out email to colleges regarding department email accounts; will convert accounts known.
 - Will have access to sendmail if email account is not converted.
 - Will send instructions for accounts converted.
2. Locked Accounts.
 - ETS is working on enabling expired student accounts.
 - Send locked accounts to Joe Lampo and cc Chien Shih; ETS will look into.

Standing Agenda Items:

1. Data Requirements from SIS Legacy System:
 - Moving Academic History and holds into Banner.
 - Duplicate clean up labor intensive; staffing issues.
 - Legacy sunset date – June 30, 2013; Need data store when decommissioned.
 - Take closes look at process after email conversion is complete.
2. Census:
 - Email consolidated in Production for Summer quarter.
 - Multiple emails did go out to Foothill faculty; test system sent out multiple emails, Production working correctly.
 - Review Auditors Report spec; need completed by May 2013.
3. UC4:
 - Banner Agent – still negotiating with Ellucian on maintenance fee.
 - Need resolution by July; would like to automate next big grade roll.
 - Cannot run Banner job without Banner Agent; test with Summer grade roll.
4. Faculty Association Mandate (stop registration when quarter starts) – July 2, 2012:
 - Need to remind Hasan July 1, 2012 to run script.
5. Summer Registration.
 - 12,100 registered at De Anza.
 - 9,228 registered at Foothill.
6. Clone PRODN to run 320 report with old rules – July 9, 2012.
7. 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.
8. Summer drop for nonpayment – for De Anza – June 22, 2012.
9. Fall Registration – Both colleges will begin registration July 23, 2012.

10. 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.

11. Degreeworks:

- Have patch for 'What if' scenarios; patch did not work and have escalated service request.
 - No resolution yet.
- Double credit issue (affecting more students at both colleges); routine did not work.
 - Defect is to be fixed in 4.1.
 - Need list of students who are enrolled at both De Anza and Foothill to test in 4.1.
- Still having issues with Ed plan.
 - Known defect with Internet Explorer; No resolution yet, may be fixed in 4.1.
- Degreeworks 4.1 installed in Degreeworks Test connected to PRODN.
 - Norbert has begun installing Ed plan; have not completed yet because of Exchange Implementation project.
 - Addition of master list part of feature of 4.1.
 - Cannot finish testing 4.1 until Ed plan is installed.
- 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.

12. 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.
 - \$15,000 for each campus.

13. Security:

- Bill is working in APEX to automate security.
 - Looking at current process.

14. Faculty Leave Reporting – began working on Payroll interface.

- Need testing/training schedule.

15. Replacement email/calendar:

- Implement by July 9, 2012.
- No Meeting Maker conversion; will be decommissioned mid-July.

16. Online applications for International Students – IT Project request form has been submitted from De Anza and prioritized.

- Banner has a recruitment module available; waiting for feedback from International Student offices.

17. Health Insurance Fee Issue.

- Turn on audit trail.
- Provide better reporting to users.