

Student Weekly Meeting Minutes

June 27, 2013, 8:00am-9:00am

Attendees: Chien Shih, Sheila Coyne, Nazy Galoyan, Cori Nunez, Tom Roza, Stephanie Franco, Joan Pena-Ferrick, Henry Jung, Rachel Tai, Veronica Aparicio, Angela Caballero de Cordero, Kathleen Moberg, Denise Perez, Joe Lampo, Mark Fu, Jean McCarron, Bill Baldwin, Susan Malmgren, Kim Te, Kent McGee 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.
 - Tech services will identify and begin replacement mid-July.
2. Summer Registration.
 - 13,700 registered at De Anza.
 - 9,770 registered at Foothill (includes early Summer registration).
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.
 - Having problems with testing; need to create students in CCCApply for testing.
4. Installment Plan/Pay to Stay Project.
 - Implement Touchnet installment plan August 22, 2013.
 - DAD installed/configured.
 - TouchNet finished Banner connect; testing connectivity.
 - Working on single sign-on.
 - 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.
 - August 9, 2013 – cut off GoPrint to students; need to communicate to students.
 - Printers on order; colleges have finalized printer deployment locations.
 - Printers should arrive after 4th of July holiday.
 - Need to install print driver on computers in all labs.
 - 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.
 - New equipment, cameras, printers in place by September 1, 2013.
 - Card production equipment has arrived.
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 completed; consultant reviewing.
 - 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.
 - Still not satisfied with run time; does finish on time.
- 9. Student Success Checklist – Summer 2013.
 - Currently testing.
 - Need student IDs for testing; use Counseling 5 for Foothill, Counseling 200 for De Anza.
 - High School students after 1989 began earning college credit; need report to find students with college credit.
- 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; move into Production June 27, 2013.
- 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.
 - Install 4.1.1 in test instance July 2, 2013 and begin testing.
 - GPA calc tab – getting error for term calculator; fix from Action Line did not work; updated ticket.
 - Fix works for De Anza but not Foothill.
 - When former students return after a lapse in registration, CCCApply will pull in old term (when first registered) and students cannot get into DegreeWorks.
 - Request from De Anza Counseling department to involve counselors with testing future releases before moving into Production.
 - Email list to Stephanie Franco for Summer testing.
- 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; 5 built so far for both colleges.
 - If tested properly, will test results be the same for remaining families?
 - Foothill equivalencies built in Production, not in test environment.
 - Problem with reading terms; need help from Action Line.
 - Possible work around – use Foothill term code.
 - Need to test work around for both colleges.
 - 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.