Student Weekly Meeting Minutes
June 7, 2012, 8:00am-9:00am

Attendees: Chien Shih, Tom Roza, Joe Lampo, Joan Pena-Ferrick, Veronica Aparicio, Bill Baldwin, Rachel Tai, Susan Malmgren, Shawna Aced, Drake Lewis, Jim Clow and Kari Elliott (note taker).

Announcement:
The new CTO, Joe Moreau, will attend the June 14th meeting.

Standing Agenda Items:
1. Data Requirements from SIS Legacy System:
   - Almost done cleaning up BDMS errors.
   - Legacy sunset date – June 30, 2013.
     - Need data store when decommissioned.
2. Census:
   - Will consolidate email notification for Summer quarter.
   - Review Auditors Report spec; need completed by May 2013.
3. Important Dates for Students – implement Summer quarter (Jerrick).
   - Both colleges have verified; moved into Production.
4. 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.
5. Faculty Association Mandate (stop registration when quarter starts) – July 2, 2012:
   - Script in place; tested and worked correctly.
   - Need to remind Hasan July 1, 2012 to run script.
6. Summer Registration.
   - 1,400 registered at De Anza.
   - 7,600 registered at Foothill.
7. Summer drop for nonpayment.
   - Drop for nonpayment for De Anza – June 22, 2012.
8. Fall Registration – Both colleges will begin registration July 23, 2012.
9. BDMS:
   - Phase III: De Anza has microfiche records that need to be moved to disks and then moved into BDMS.
   - Disabled Students.
     - Waiting to complete setting up workstation before training begins.
     - De Anza has provided a list for security but do not have a scanner yet.
10. 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.

- o Need list of students who are enrolled at both De Anza and Foothill to test in 4.1.
- Still having issues with Ed plan.
    - o Known defect with Internet Explorer; No resolution yet, may be fixed in 4.1.
- Degreeworks 4.1 installed in Degreeworks Test connected to PRODN.
    - o Resolved some issues; still need to test Ed plan.
    - o Norbert will begin installing Ed plan; complete early next week.
    - o Addition of master list part of feature of 4.1.
- Counselors would like button to change majors in Degreeworks; add to dashboard – July 2, 2012.
    - o Also will add placement score view to dashboard.
- IGETC – Kent will follow up with San Mateo College.
    - o Requested consultant help; waiting for confirmation.

11. SARS/eSARS:
- Financial Aid would like to purchase text message option; PR is in progress.
    - o Synch chip needed for sending text messages; Will need to get new quote.
- Colleges will combine contract; ETS will be point of contact.

12. Security:
- Bill is working in APEX to automate security.
    - o System to track requests and changes.

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

14. Replacement email/calendar:
- Implement by July 9, 2012.
- Migrate early adopters June 8, 2012.

15. 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.

16. Health Insurance Fee Issue.
- Continue to use Student Attribute Table.
- Turn on audit trail.
- Provide better reporting to users.