Spring Registration Weekly Go Live Meeting Minutes
March 10, 2011 8:00am-9:00am

Attendees: Chien Shih, Stephanie Franco, Becca Levin, Jerrick Woo, Joe Lampo, Drake Lewis, Kathleen Moberg, Gordon Poon, Tom Roza, Kent McGee, Bill Baldwin, Rachel Tai, Veronica Aparicio, Henry Jung, Susan Malmgren, Pat Fifield, Shawna Aced, Joan Pena-Ferrick, Laureen Balducci and Kari Elliott (note taker).

1. Spring Registration:
   - 3,865 registered at De Anza.
   - 3,681 registered at Foothill.
2. Advancement:
   - Go Live – March 31, 2011.
   - 75% of budget spent; on target.
3. BDMS:
   - Go Live – July 1, 2011.
   - 43% of budget spent; on target.
   - SGHE has converted some transcripts – Tom will review with Pat Fifield to verify correct.
4. Degreeworks:
   - 60%of budget spent (did not include scribing in original budget).
   - Still have contingency money.
   - 1300-1400 hours to complete project.
5. Degreeworks Training Schedule:
   - March 29, 2011 Kick off – overview.
     - Stephanie & Kathleen to send list of invitees to Chien.
   - Training rooms (D270 & D260) in process to set up machines with client desk software.
   - 3 more weekly trainings – April through May 2011.
     - First session – get familiar with scribing.
     - Second session – how to deal with exceptions, follow up of first week training.
     - Third session – need to coordinate with counselors at both colleges; development of education plan-student planner.
     - Chien will send schedule to Student team.
6. Course Studio Update:
   - Go live for Spring quarter.
   - Currently testing; not turned on yet for students.
   - Demos this week at both campuses.
   - Chat feature is turned off.
   - Activate link for students next week.
7. Security for Schedulers – program from consultant:
   - Program to lock schedule.
   - Testing program; put into production March 11, 2011.
   - Will be available next week.

- Self service list for schedulers; will be able to turn off and on.
8. Faculty Contract available online for Spring quarter.
    - Faculty would like a week's advance notice of when contracts will be available.
9. Student Dashboard Channel:
    - Start training week of March 14, 2011 (deans and their staff).
    - A & R offices will send out target announcements.
    - Creating form to request access; testing this afternoon.
10. ARGOS:
    - Forward email to Student team.
    - Integrate output with MyPortal (Report Tab).
    - Schedule email burst reports – ETS.
    - Identified groups to participate – Core Committee reviewing.
    - Start meeting with individual groups – develop process uniformly; review requirements to transfer into report field specifications.
    - Bring consultant onsite early May 2011.
11. Foothill is still having issues with Foothill student wanting to go to De Anza; when student registers at De Anza, Foothill record is wiped out. – Joe & Jim will look into.
12. Upgrade Student 8.4-CalB 8.4 required.
    - Middle to end of next week, upgrade package into PRODN.
    - Finish testing by end of April and implement into Production.
    - Upgrade doesn't have to be done in April.
    - Need to plan & bring to Core Committee.

Take Away Items:
1. Confirm March 29, 2011 Degreeworks Kick off participants.
2. Target message March 21, 2011 announcing Student Dashboard.
3. CalB 8.4 release – colleges summarize enhancement features; Tom will check list serve to see if other colleges have implemented and experienced any problems.

Outstanding Student Issues:

1. Add Codes/Drop for Nonpayment:
   - Steering Committee recommends removing students from roster when dropped for nonpayment so add codes will work.
   - Test script to remove students tomorrow; will be ready for Spring quarter.
   - Will run script the week before classes start.
2. Security Fine Grain Access Report:
   - Initial review is complete; working on format.
3. Roombook:
   - Delivered to both colleges; working on second phase development based on colleges' input.
4. Online Faculty Forms:
   - Susan will post 2 forms March 4, 2011.
5. P/NP internal Q code – fixed; monitoring.
6. P/NP will be turned off when quarter starts.
   - Colleges will send out a target announcement to students of policy change (will need to go to A & R office to change after quarter starts).
   - Will have link to form on MyPortal.
7. Student Channel Dashboard – almost complete.
   - Turn on for Deans, administrative assistants for Deans and counselors next week (March 7, 2011).
   - Scheduled demo session for each college.
   - Roll out by the end of March 2011.
8. Waitlist Patch – in production; monitoring.
9. Grade Roll excessive run issue:
   - Appworks will resolve.
10. 320 Report:
    - March 4, 2011 training scheduled for Foothill
11. Cashier – Refund for IR drops not working (Instructor drop during refund period).
    - When a student drops all classes through program, does not back out basic fees.