

Student Weekly Meeting Minutes

March 14, 2013, 8:00am-9:00am

Attendees: Chien Shih, Nazy Galoyan, Henry Jung, Tom Roza, Susan Bloom, Bill Baldwin, Joan Pena-Ferrick, Kent McGee, Jerrick Woo, Veronica Aparicio, Rachel Tai, Mi Chang, Susan Malmgren, Veronica Aparicio, Joe Lampo, Joe Moreau, Angela Caballero de Cordero, Kathleen Moberg and Kari Elliott (note taker).

Standing Agenda Items:

1. 11g Conversion Issues.
 - Transcript printing; Foothill has been fixed; working with De Anza (have work around).
 - Single sign-on for Mac users into INB does not work.
 - Have work around; testing fix March 7, 2013.
 - Fix did not work for older Macs; asking for another patch from Action Line.
 - CCCApply SWAMATCH module issue; working with Lee McDonald to resolve.
 - ARGOS Report Tab – browser issue – Resolved.
2. Winter Registration.
 - 14,110 registered at De Anza.
 - 4,220 registered at Foothill.
 - Drop for nonpayment – March 22, 2013.
3. Pay to Stay Project – implement Fall quarter 2013 or later.
 - Use third party for installment plan; needs to be able to verify third party payment students (financial aid, veterans) by checking in Banner – implement by Fall quarter.
 - Received quote from Touchnet for installment plan (includes ACH processing); negotiating price.
 - Setup separate meeting following weekly Student meeting for Pay to Stay team meetings.
4. ID Card-Smart Card Project – Replace Capture Card by end of year.
 - Separate printing services from Capture Card.
 - Deadline Fall quarter.
 - Reviewing quote from ePrintIt.
 - Reviewing vendors.
5. Need to separate Foothill Financial Aid from De Anza Financial aid in Banner because of Foothill's early Summer session.
 - Use same work around from last year's early summer; waiver granted for one more year.
 - Will still need to separate tables for next academic year.
 - Registration dates for Summer sessions will be in April.
6. Open CCCApply – convert June 2014.
 - Begin early 2014.
 - XAP will maintain current CCCApply.
 - International Students offices want to automate application process; currently use paper application and enter info manually.
 - New Open CCCApply has a module for International Students.
7. CCCApply – Annual Upgrades for 2013.
 - Reviewing with A & R offices.
 - Go Live – March 29, 2013

8. Need to change enrollment priorities for Fall 2014.
 - Based on different parameters which change from quarter to quarter not on number of units.
 - Waiting for specifications – Institutional Research will provide end of March.
 - Need to communicate change to students end of this academic year.
9. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
 - Continue to monitor through March; see if 11g conversion improves processing time.
 - First Tuesday after upgrade, process ran 2 minutes; following Tuesday, process ran 2 hours.
 - On second Tuesday there was also 2 cloning instances happening; will suspend cloning Monday before next Tuesday process.
 - Also, continuing student registration is going on.
10. Electronic Transfer of AP Score (Stephen Fletcher/Jerrick).
11. Review list of projects Jerrick Woo and Xiaobin Li are working on.
 - Working on programming for student success checklist.
 - Complete mid-March.
 - How to handle students who start at one college, then switches to other college?
 - Will track students at initial college; changes have been made to specs.
 - Show term student has balance only (Xiaobin Li).
 - Implement March 25, 2013.
12. Legacy sunset date – June 30, 2013:
 - Complete moving data over by end of April; 2 months to test.
 - Recommend disabling access to users before sunset date.
13. FERPA training (review current procedures, reminders).
 - HR working on plan – part of hiring process.
 - Write into HR record – HR working on.
14. TouchNet payment issues.
 - Occasional socket reset error; continue to monitor.
 - Looking into load balancer.
15. Census:
 - Auditors Report spec completed and colleges approved; need report completed before May 2013.
16. BDMS:
 - Student records on microfilm, microfiche, old CDs; need way to access records.
 - Joe Lampo will follow-up.
 - Working on configuration issues with Quick Scan Pro; testing has not begun yet.
 - Ticket with Ellucian for training.
 - De Anza A & R office reported issues with BDMS; started after Quick Scan Pro was installed for Foothill Financial Aid.
 - Quits working sometimes; holds things in queue.
 - Assessment with De Anza A & R office March 14, 2013.
 - Schedule a conference call with Ellucian consultant.
17. Counselors would like placement score view added to dashboard; complete end of March.
18. Degreeworks – 4.1.1 installed in Production January 4, 2013:
 - Unhooked exemptions – monitoring.

- Caused by students changing majors.
 - Have report to check.
 - Incorrect courses come up for some students; sometimes self corrects over night.
 - Received script from Ellucian.
 - IGETC – needs to be reinstalled.
 - Complete by end of April.
19. SARS/eSARS Phase II – complete January 31, 2013:
- De Anza Financial Aid will be pilot department for texting.
 - Need place in Banner to store students' numbers who opt out of receiving messages.
 - Core team decided students must opt out of receiving messages from each department sending messages.
 - Need flags for Financial Aid, Counseling and Student; working on.
 - De Anza Counseling will be pilot department for eAdvising.
20. Security:
- Drafting email retention policy.
 - Provisioning/de-provisioning security process with APEX.
 - Cannot add Degreeworks security class.
21. Faculty Leave Reporting – Go Live April 22, 2013:
- De Anza Business department will go live March 2013.
22. Financial Aid Refunds Issue:
- Asking for consultant help with Financial Aid refund process; would like consultant to be onsite.
 - Job takes too long.
23. Student Upgrade Package – Tom will present next meeting, March 14, 2013.
- Upgrade summary – handout from Tom.
 - In PRODN; begin testing Monday, March 18, 2013.
24. Repeatability needs to be removed from all courses (State mandate) – effective Fall 2013.
- De Anza has removed all repeatability on SCACRSE in repeat details area as of Fall 2013 and is currently removing repeatability from SCADETL in equivalent area for Fall 2013.
 - Courses belonging in “families” (Physical Education and Creative Arts areas only) will limit students to no more than six (6) courses within that “family”.
 - “Families” will be determined district wide.
 - Colleges are currently discussing how both colleges will address “family” of courses at either campus.
 - Equivalencies with both schools need to be confirmed with those courses (equivalencies) in the “families” being the priority.
 - The form should be ready by April and deadline for both colleges to determine “families” and equivalencies is late March or early April 2013.