

# **Student Weekly Meeting Minutes**

**March 15, 2012 8:00am-9:00am**

Attendees: Bill Baldwin, Veronica Aparicio, Kent McGee, Nazy Galoyan, Joan Pena-Ferrick, Joe Lampo, Kathleen Moberg, Rachel Tai, Angela Caballero de Cordero, Susan Malmgren, Shawna Aced, Lourdes Del Rio-Parent, Jerrick Woo, Tom Roza, Matt Rapczynski, Jim Clow, Fred Sherman and Kari Elliott (note taker).

## **Standing Agenda Items:**

1. Census – specs completed:
  - Take snapshot of records day of census and save in Banner database.
    - Snapshot will be taken at the end of the day at 11:59pm.
    - Faculty can submit electronic signature throughout the day.
    - Need to get Andrew LaManque's input.
  - Have faculty drops done in real time instead of 24 hours.
  - BDMS indexing may not be necessary with snapshot.
    - Can run ARGOS reports from Banner database and put on reports tab.
  - Faculty will have 3 days to click census button.
  - Email notification will be sent before census to faculty.
2. Roster Print Function – Attendance Sheet:
  - Auto-generate date across top of sheet.
  - Currently testing.
3. Important Dates for Students – implement Summer quarter.
4. Expand course information into Banner – allow students to drill down through CRN when registering.
5. VMS Survey – Migrate by end of fiscal year.
  - Meeting scheduled to discuss cutoff date; Joe will report after meeting.
  - Need to bring Legacy data into Banner.
6. UC4:
  - Non-Banner system jobs have been setup.
  - Banner Agent – discussing licensing issue with vendor.
  - Student refund will be first Banner job.
7. Faculty Association Mandate (stop registration when quarter starts) – Summer quarter 2012:
  - Weekly testing sessions have been setup; key issues have been identified.
8. CalB 8.6 and Student upgrades scheduled for April 27, 2012.
  - In PRODN and ready for testing.
  - Because upgrade took 8 hours, Tom recommends starting upgrade April 28, 2012 in the morning instead of April 27, 2012 at night.
9. Foothill early Summer session; classes start June 11, 2012.
  - FLAC will work.
  - Distance learning will need to turn late adds off then back on for Summer session.
  - Foothill will need to do an early grade roll for Spring quarter.
  - Banner will not catch time conflicts between Spring and Summer quarter.
    - A query can be written to find overlapping classes.
10. Spring Registration:
  - 11,923 registered at De Anza; 6,915 registered at Foothill.
  - Both colleges will drop for nonpayment March 23<sup>rd</sup> and March 30<sup>th</sup>.

11. Fall Registration:

- De Anza has confirmed registration will begin July 23, 2012; Foothill normally starts around the same time.

12. BDMS:

- Bill is currently looking at academic history (Data impact – Foothill).

13. Degreeworks:

- Have patch for 'What if' scenarios; patch did not work and have escalated service request.
  - Waiting for response.
- Have service request with SGHE for GPA rounding issue; patch did not work.
- Double credit issue (affecting more students at both colleges); routine did not work.
  - Action line needs more time to review.
- Still having issues with Ed plan.
  - Known defect with Internet Explorer.
  - No browser works all the time.
- Counselors would like button to change majors in Degreeworks; add to dashboard.

14. SARS/eSARS:

- Phase III – Integrate into MyPortal; single sign on Fall 2012.
- Financial Aid would like to purchase text message option; PR is in progress.
- Started to setup Testing/Assessment Center at De Anza.

15. Security General C Class:

- HR has been removed; Finance is next.
- Bill will send list to Kathleen & Shawna to review; some A & R people are still in.

16. Fees incorrect when student drop courses online.

- Defect in Banner; affects some international students at De Anza, not reported at Foothill.
- Service request with Action line, no response; fee assessment batch job fixes at night.

17. Placement scores – show students' level in Banner, not score – Jerrick.

- New deadline – March 30, 2012.

18. Missing grades banded report – Jerrick.

- Missing Grades & Missing Positive Attendance Reports available by demand on MyPortal.

19. Tracking non-transcriptable certificates in Banner – Lourdes/Jim.

- Begin testing March 12, 2012; progress is going well.

20. State Compensation Report – Due April 30, 2012:

- Specs have been reviewed; on target to meet deadline.

21. Faculty Leave Reporting – began coding using APEX; complete end of April.

- Demo at All Administrators Meeting April 27, 2012.

22. Replacement email/calendar – Outlook Exchange was chosen:

- Kick off meeting March 21, 2012.
- Implement by July 1, 2012.

23. Online applications for International Students – request from De Anza:

- IT Project request form has been submitted.

24. De Anza would like to do late adds for distance learning like Foothill; did not want to do initially.

- Code ready; need to meet with college; Will need to complete an IT Project request form.

25. Transcript Issues – Received fix from Banner to fix printing duplication; need to have colleges check.

- Rounding has been fixed.