

Spring Registration Weekly Go Live Meeting Minutes

March 17, 2011 8:00am-9:00am

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

1. Spring Registration:

- 13,300 registered at De Anza.
- 9,500 registered at Foothill.
- Course repeatability issue at Foothill – one course, one student has this issue (course allow 3 repeats, student took two but cannot take third time)
- Waitlist Issue – when waitlist reaches capacity, allows next student to register for class, bypassing waitlist, going over class capacity.

2. Advancement:

- Having conversion issues – 2 day meeting this week with SGHE consultants.
 - Old system did not track campaigns for gifts; Banner tracks gifts, campaign number and designation.
- Compatibility issue will set Advancement back by one week for technical conversion.
- Chien will meet with team lead to discuss go live date.

3. BDMS:

- Turn over to colleges April 8, 2011 to begin training and validation.
- SGHE has loaded 1,000 transcripts – Pat Fifield is verifying the accuracy of records.
 - Pat reported records are clean so far; waiting for instructor records.
- Need to be able to distinguish between different types of documents and store in appropriate cabinets; each department should have their own directory in Hershey.

4. Degreeworks:

- Kick off will be March 29, 2011 in D270 for both technical and functional users.
 - March 30th and March 31st, the technical users will meet in D260 and the functional users will meet in D270.
 - Kathleen Moberg has already sent out MM invites for De Anza.
- First training session will be the last week of April 2011.

5. Course Studio Update:

- Demos have been done for faculty at both colleges.
- Is turned on and running without chat; target message has gone out.
- Testing consolidated courses this week.

6. Security for Schedulers – program from consultant:

- Enhancement to Banner baseline allowing schedulers to lockout department schedulers.
- Program is done and is being tested.
- SSB function in production and working fine.

7. Faculty Contract available online for Spring quarter.

- 450 out of 2,100 contracts have not been accepted yet.
8. Student Dashboard Channel:
- Completed 2 trainings for deans and their administrative assistants; one more training is scheduled for today and one for tomorrow.
 - 4 training sessions are scheduled next week for classified staff; target message has gone out.
9. ARGOS:
- List of participants for report gathering - handout.
 - Review list, if any changes need to be made, email Chien.
10. 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.
- Priority problem with CCCApply – ticket with SGHE.
 - Joe will follow up with Foothill A & R.
11. Upgrade Student 8.4-CalB 8.4 required:
- Tom has finished the technical research; will develop impact assessment.
 - Proposing implementing late April, early May to be able to clone PROD to PRODN for Spring quarter.
 - Student will not be able to any testing until mid-April because of Spring quarter starting.
 - Foundation may be going live in early April instead of end of March.
 - If cannot implement late April, early May, implement in July.
 - Broader discussion is needed – Core Committee discussion.
12. IR Drop:
- Tested yesterday with 2 students; worked with 1 student and not the other.
 - Rachel wants to do more testing.
 - Test different scenarios as a batch, drop classes at the same time and apply the program.
13. CCCApply Updates – Tom/Joe
14. Winter Grade Rolls:
- De Anza will do Winter quarter grade roll April 2, 2011 and April 9, 2011.
 - Waiting for Foothill dates – Shawna.
 - Need to coordinate grade rolls; cannot be done at the same time.
15. Dis-qual lists:
- Forward to Laureen Balducci for Foothill
 - Forward to Gordon Poon for De Anza.

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.