Student Weekly Meeting Minutes
March 21, 2013, 8:00am-9:00am

Attendees: Chien Shih, Susan Bloom, Jane Swanson, Jerrick Woo, Nazy Galoyan, Stephanie Franco, Tom Roza, Joe Lampo, Joan Pena-Ferrick, Kathleen Moberg, Kent McGee, Bill Baldwin, Susan Malmgren and Kari Elliott (note taker).

Standing Agenda Items:

1. 11g Conversion Issues.
   - Transcript printing; working with De Anza (have work around).
   - Single sign-on for Mac users into INB does not work.
     - o Have patch; works on operating systems 10.6 and newer.
   - CCCApply SWAMATCH module issue; working with Lee McDonald to resolve.
2. Winter Registration.
   - 18,300 registered at De Anza.
   - 9,500 registered at Foothill.
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.
     - o Deadline Fall quarter.
   - 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.
     - o Kevin Harral is talking with the Department of Education, may not need to separate.
   - 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.
     - o 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.
   - Patch slowed process – fine tuning Banner 8.
   - Looking into findings from list.serve.
10. Review list of projects Jerrick Woo and Xiaobin Li are working on.
    - Working on programming for student success checklist.
      - Complete mid-April.
    - Show term student has balance only (Xiaobin Li).
      - Implement March 25, 2013.
11. 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.
12. FERPA training (review current procedures, reminders).
    - HR working on plan – part of hiring process.
    - Write into HR record – HR working on.
13. TouchNet payment issues.
    - No issues.
14. Census:
    - Auditors Report spec completed and colleges approved; need report completed before May 2013.
15. BDMS:
    - Student records on microfilm, microfiche, old CDs; need way to access records.
      - Joe Lampo will follow-up.
    - Conference call with Louis Chen (Ellucian consultant).
      - Cannot index batch scans easily; batch becomes locked if users stops and returns later to index.
      - Different versions of document manager are installed.
      - Cannot scan and use INB at same time.
      - Slow retrieval from cabinet – has been fixed.
      - Users cannot index from desk, only at scanning station.
16. Counselors would like placement score view added to dashboard; complete end of March.
17. Degreeworks – 4.1.1 installed in Production January 4, 2013:
    - Unhooked exemptions – monitoring.
      - Have report to check.
    - Incorrect courses come up for some students; sometimes self corrects over night.
      - Need update from Action Line.
    - Ed plan already approved missing – ticket with Action Line.
      - In database but cannot pull up in Degreeworks.
    - IGETC – Complete by end of April.
      - Currently testing.
18. 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.

19. Security:
- Provisioning/de-provisioning security process with APEX.
- Cannot add Degreeworks security class.
  - Cannot add new users; number of users maxed out.

20. Faculty Leave Reporting – Go Live April 22, 2013:

21. Financial Aid Refunds Issue:
- Asking for consultant help with Financial Aid refund process; would like consultant to be onsite.
- Job takes too long.

22. Student Upgrade Package.
- In PRODN; ready for testing.

23. 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.