Student Weekly Meeting Minutes
March 22, 2012 8:00am-9:00am

Attendees: Chien Shih 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, Drake Lewis and Kari Elliott (note taker).

Standing Agenda Items:

1. Census – specs completed:
   - On target to complete by end of month.
   - Send out message to faculty.
   - Susan will attend deans meeting at both colleges to explain.
2. Roster Print Function – Attendance Sheet:
   - Almost completed.
3. Important Dates for Students – implement Summer quarter.
4. Expand course information into Banner – allow students to drill down through CRN when registering.
   - Working out bugs.
5. VMS Survey – Migrate by end of fiscal year.
   - Have met with cashiers; Meeting with assessment next.
6. UC4:
   - 108 Banner and non-Banner jobs have been identified.
   - Banner Agent – discussing licensing issue with vendor; meeting March 23, 2012.
      o Reluctant to setup jobs with parameters until resolved.
   - 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 28, 2012; confirmed
   - In PRODN and ready for testing.
   - Suspend testing until March 26, 2012 because 2 more upgrades need to be installed in PRODN.
9. Foothill early Summer session; classes start June 11, 2012.
   - Distance learning will need to turn late adds off then back on for Summer session.
      o Will be able to turn off; part of original spec.
      o May have ETS programming staff turn write program to turn back on.
   - Foothill will need to do an early grade roll for Spring quarter.
   - Banner will not catch time conflicts between Spring and Summer quarter.
      o A query can be written to find overlapping classes.
10. Spring Registration:
    - 17,948 registered at De Anza; 9,937 registered at Foothill.
    - Both colleges will drop for nonpayment March 23rd and March 30th.
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).
    - 254,000 records to bring over; weeding out those with no academic history.
    - Tested moving 5,000 records at a time; working out routine to move from Legacy to Banner.

- Still need to move records with no academic history to BDMS.
- Phase III: De Anza has microfiche records that need to be moved to disks and then moved into BDMS.

13. Degreeworks:
    - Have patch for 'What if' scenarios; patch did not work and have escalated service request.
        o Action line will setup a WebEx with Norbert.
    - Have service request with SGHE for GPA rounding issue; patch did not work – Jerrick working on.
    - Double credit issue (affecting more students at both colleges); routine did not work.
        o Received fix from Action Line March 21, 2012 and seems to work but is a manual process.
        o Defect is to be fixed in 4.1.
    - Still having issues with Ed plan.
        o Known defect with Internet Explorer.
        o No browser works all the time.
        o No resolution yet.
    - Counselors would like button to change majors in Degreeworks; add to dashboard.
        o Specs have been completed; implement Summer quarter.
    - IGETC – Kent will follow up with San Mateo College.

14. SARS/eSARS:
    - Phase III – Integrate into MyPortal; single sign on Fall 2012.
        o There is no interface to accept MyPortal login credentials; can setup links but not single sign on.
    - Financial Aid would like to purchase text message option; PR is in progress.
        o Vendor is negotiating with wireless provider on text option.
    - Started to setup Testing/Assessment Center at De Anza; waiting for SOW.

15. Security General C Class:
    - Working on Finance; Martin Varela is reviewing list.

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 – March 30, 2012; Jerrick.
    - Finalize this week; Jerrick meeting with colleges.

18. Missing grades banded report – Jerrick.
    - Missing Grades & Missing Positive Attendance Reports available by demand on MyPortal.
    - Need schedule for running.

19. State Compensation Report – Due April 30, 2012:
    - Specs have been reviewed; on target to meet deadline.

20. Faculty Leave Reporting – began coding using APEX; complete end of April.
    - Demo at All Administrators Meeting April 27, 2012.

21. Replacement email/calendar – Outlook Exchange was chosen:
    - Implement by July 1, 2012.

22. Online applications for International Students – IT Project request form has been submitted from De Anza.

23. 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.

24. Transcripts – still some duplication when printing.

25. Issues with search in SSB:
    - Foothill classes with period in course number interfere with search; cannot find.