

## Spring Registration Weekly Go Live Meeting Minutes

**March 24, 2011 8:00am-9:00am**

Attendees: Stephanie Franco, Becca Levin, Jerrick Woo, Joe Lampo, Drake Lewis, Bill Baldwin, Rachel Tai, Veronica Aparicio, Susan Malmgren, Pat Fifield, Laureen Balducci, Shawna Aced, Henry Jung and Kari Elliott (note taker).

1. Spring Registration:
  - 17,458 registered at De Anza.
  - 11,213 registered at Foothill.
2. TouchNet Performance (settlement Reports):
  - Settlement report is off by one hour since March 13, 2011 (daylight savings began).
  - Service request with TouchNet.
3. System Performance (INB/SSB):
  - No changes.
4. CCCApply – new release effective April 7<sup>th</sup>:
  - In PRODN; begin testing March 24, 2011.
5. Ineligible Drops (SZPDRPQ):
  - Need to start running report.
  - Testing March 24, 2011 at De Anza.
  - Testing completed March 23, 2011 at Foothill.
6. Drops for Non-Payment:
  - 1,650 students have been dropped.
  - 10 students were dropped who made a payment on De Anza web payment and were also Foothill students; Foothill did not recognize the De Anza web payment – Jim will look into.
7. Waitlist Issues (priority ranking, maximum on waitlist, registration message):
  - Exceeds capacity – patch not certified by CalB and is for a later version.
    - Continue to monitor.
  - No priority ranking – happens occasionally; patch not certified by CalB.
    - Continue to monitor.
  - Registration message – Kathleen has made message clearer.
8. Hershey/BDMS:
  - Need more domains setup.
  - Still haven't seen a demo.
  - Cannot print.
  - Migration looks good.
9. Instructor Drops (I-R), Drop for non-payment retention:
  - Testing I-R drops.
  - Leave drop for non-payment on roster until just before quarter starts.
10. Student Dashboard Channel:
  - Up and running.
  - 7 out of 8 trainings have been completed.

- Comments are not available.
    - Separate permissions for comments and confidential comments.
  - Only showing active holds.
11. Online Faculty Forms:
- 2 done and are available on Faculty Tab.
12. 320 Report – April 15, 2011:
- Pre-prod area ready early April.
  - John Mullen will be onsite April 8, 2011.
13. Part-time Faculty Contracts – 250 remaining to be accepted.
14. Payments against zero/credit balance:
- Was working and is not working now – Xiaobin Li of SGHE is looking into.
15. Sweep Unclaimed Student Refunds:
- Working with accounting next week.
16. Pass/No Pass Option (when to deactivate online, activate form).
- Deactivate when school starts.
  - Form is done; not posted yet.
  - Instructions are done; not posted yet.
17. Final Grades for Winter (grade roll, faculty issues):
- Ineligible drop based on instructor submittal.
  - Roll grades March 27, 2011.
  - S part of term courses – need to enter CRN to enter grades.
18. Course Studio:
- Up and running; faculty like it.
19. CalB 8.4 for Student:
- Review release notes.
  - No target date yet.
  - Complete before Summer quarter.

## **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.