

Student Weekly Meeting Minutes

March 28, 2013, 8:00am-9:00am

Attendees: Chien Shih, Nazy Galoyan, Stephanie Franco, Tom Roza, Veronica Aparicio, Bill Baldwin, Kent McGee, Jerrick Woo, Joan Pena-Ferrick, Kathleen Moberg, Rachel Tai, Susan Malmgren and Kari Elliott (note taker).

Standing Agenda Items:

1. 11g Conversion Issues.
 - Single sign-on for Mac users into INB does not work.
 - Have patch; works on operating systems 10.6 and newer.
 - Have plan to identify older Macs and update.
 - CCCApply SWAMATCH module issue; working with Lee McDonald to resolve.
2. Winter Registration.
 - 19,300 registered at De Anza.
 - 10,500 registered at Foothill.
3. Winter Grade Roll.
 - First grade roll for De Anza will be April 4, 2013, for Foothill, April 7, 2013.
4. Pay to Stay Project – implement Fall quarter 2013 or later.
 - Use Touchnet for installment plan; needs to be able to verify third party payment students (financial aid, veterans) by checking in Banner – implement by Fall quarter.
 - Senior staff at De Anza do not want to do rolling drops, want to drop students right away for not paying or signing up for an installment plan when registering.
 - Setup separate meeting following weekly Student meeting for Pay to Stay team meetings.
5. ID Card-Smart Card Project – Replace Capture Card by end of year.
 - Separate printing services from Capture Card.
 - Deadline Fall quarter.
 - Reviewing vendors.
6. 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.
 - Kevin Harral is talking with the Department of Education, may not need to separate.
 - Registration dates for Summer sessions will begin May 4, 2013.
7. 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.
 - New Open CCCApply has a module for International Students.
8. CCCApply – Annual Upgrades for 2013.
 - Ready to implement March 29, 2013.
9. 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.
10. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
 - Patch slowed process.
 - Ellucian recommended building a new index and removing index hints.
 - Made changes and saw some improvement.
 - Will clean up table routine before running apply/unapply process.
 11. Banner Bill Payment Gateway stopped functioning March 25, 2013.
 - Monitor routine to detect errors did not detect error; monitor routine has been fixed.
 - De Anza has 217 transactions to post manually, Foothill has 141.
 - Tickets with Touchnet and with Action Line.
 12. 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.
 13. 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.
 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.
 - Cannot index batch scans easily; batch becomes locked if users stops and returns later to index.
 - Ryan Anthony will give users ability to unlock sessions.
 - Ellucian recommends using image capture to scan and web interface to index from any workstation; Susan Malmgren will send out instructions to users.
 - Cannot scan and use INB at same time – has been fixed.
 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.
 - Affects Financial Aid students.
 - 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:
 - Need place in Banner to store students' numbers who opt out of receiving messages.
 - Can report and update students who opt out.
 - 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.