Spring Registration Weekly Go Live Meeting Minutes
March 31, 2011 8:00am-9:00am

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

1. Spring Registration:
   - 18,839 registered at De Anza.
   - 12,327 registered at Foothill.
   - De Anza Winter grade roll – April 2nd and April 9th
   - Foothill Winter grade roll – April 3rd and April 10th
2. TouchNet Performance (settlement Reports):
   - Settlement report is off by one hour since March 13, 2011 (daylight savings began).
     - Has been resolved.
3. CCCApply – new release effective April 7th:
   - Testing in PRODN.
4. Ineligible Drops (SZPDRPQ) – working.
5. Waitlist – monitoring.
6. Drop for nonpayment:
   - De Anza will not be dropping students for nonpayment; Rachel will send multiple emails the first few weeks of school to students letting them know they are registered and have amount due.
   - Foothill will still drop students for nonpayment April 1, 2011.
     - Concurrent students will be dropped manually.
7. 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.
     - Run script to remove from roster March 31, 2011 for De Anza, April 1, 2011 for Foothill.
8. Payments against zero/credit balance:
   - Was working and is not working now – Xiaobin Li of SGHE is looking into.
9. Pass/No Pass Option (when to deactivate online, activate form).
   - Deactivate when school starts.
   - Message is on SSB for students with link to form in production.
10. Degreeworks:
    - Kickoff training began this week; went well.
    - Chien will forward the audit report from Mike Fox (SIG) to team.
      - Platform environment working.
      - Missing some course work (part of implementation).
    - Core team concerned how to implement – personnel/resources.
    - Upper management at colleges concerned about how to train all faculty/counselors.
    - Go live with faculty/counselors Fall quarter.
    - Go live with students Winter quarter.

11. Hershey/BDMS:
    - Project plan is available on Banner Bulletins under Student.
    - Still on target to turn over to colleges April 8th.
    - Initial testing the first week of April.
    - Complete testing and training by May 22, 2011.
    - Scan images in lowest DPI to conserve space.
    - Will need PCI compliance guidelines.
    - Access only to INB users.
12. CalB 8.4 for Student:
    - Review release notes.
    - Start implementation in April, go live in June or start implementation in May and go live in July.
13. Security Report Sample:
    - Shows active and primary assignments.
    - If have multiple roles, will appear in report multiple times.
    - Want list of all who have access; determine than who has been terminated.
    - Who has access and if have active assignment.
    - Audit for teams.
    - Format ok; would like to add active, terminated or locked and HR active & Security active.

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. P/NP internal Q code – fixed; monitoring.
5. Waitlist Patch – in production; monitoring.
6. Grade Roll excessive run issue:
   - Appworks will resolve.
7. 320 Report:
   - March 4, 2011 training scheduled for Foothill
8. 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.