Spring Registration Weekly Go Live Meeting Minutes
March 3, 2011 8:00am-9:00am

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

1. Date to Register Tickets:
   - Students may be getting date to register ticket even though they were not registered for the previous quarter.
     - Set up issue; has been corrected.
2. Coordinate holds with both colleges:
   - Both colleges have completed.
   - Rachel ran the report for students owing more than $20 and reported 2,000 students for De Anza and 8,000 students for Foothill.
3. Automatic enroll students from waitlist implementation:
   - Review draft document; send questions or concerns to Chien.
   - Bring to Core Committee one more time
   - Core Committee recommends implementing Fall 2012.
4. CalB 8.4 Release:
   - Certified by SGHE before reviewing.
   - Will implement if benefits operations.
   - Will correct registration problems.
   - Bring new features/improvements to review at next meeting.

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.