

Student Weekly Meeting Minutes

March 7, 2013, 8:00am-9:00am

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

Standing Agenda Items:

1. 11g Conversion Issues.
 - Transcript printing; working with colleges to resolve.
 - Single sign-on for Mac users into INB does not work.
 - Have work around; testing fix March 7, 2013.
 - CCCApply SWAMATCH module issue; working with Lee McDonald to resolve.
 - ARGOS Report Tab – browser issue?
 - Cannot always run; ticket with eVisions.
2. Winter Registration.
 - 3,560 registered at De Anza.
 - 340 registered at Foothill.
 - Password change has caused large number of password reset requests.
 - Refer students to reset password page.
3. Pay to Stay Project – implement Fall quarter 2013 or later.
 - Use third party for installment plan; needs to be able to verify third party payment students (financial aid, veterans) by checking in Banner – implement by Fall quarter.
 - How to deal with students paying cash?
 - Received quote from Touchnet for installment plan; negotiating price.
 - Setup separate meeting following weekly Student meeting for Pay to Stay team meetings.
4. ID Card-Smart Card Project – Replace Capture Card by end of year.
 - Separate Go Print from Capture Card; use web interface.
 - Switch over after Summer – deadline Fall quarter.
 - Reviewing quote from ePrintIt.
 - Scheduled 3 vendor demos next week.
5. 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.
 - Registration dates for Summer sessions will be in April.
 - Impacts more departments than Financial Aid.
6. 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.
 - Did not like CCCApply International Student application process.
7. 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 in March.
 - Need to communicate change to students end of this academic year.
8. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
 - Continue to monitor through March; see if 11g conversion improves processing time.
 9. Electronic Transfer of AP Score (Stephen Fletcher/Jerrick).
 - Foothill & De Anza ready.
 - Have in place March 2013.
 - Next upload May-June 2013.
 10. Review list of projects Jerrick Woo and Xiaobin Li are working on.
 - Working on programming for student success checklist.
 - Complete mid-March.
 - How to handle students who start at one college, then switches to other college?
 - Show term student has balance only (Xiaobin Li).
 - Implement March 25, 2013.
 11. Data Requirements from SIS Legacy System:
 - Legacy sunset date – June 30, 2013.
 - Need to archive SIS Plus transcripts.
 - More discussion is needed.
 - De Anza International Students have everything needed in Banner; waiting to hear from Foothill.
 - Need to double check with both colleges if immunization records archive needed.
 12. FERPA training (review current procedures, reminders).
 - HR working on plan – part of hiring process.
 - Write into HR record – HR working on.
 13. TouchNet payment issues.
 - Occasional socket reset error; continue to monitor.
 - Looking into load balancer.
 14. Census:
 - Auditors Report spec completed and colleges approved; need report completed by May 2013.
 15. BDMS:
 - Student records on microfilm, microfiche, old CDs; need way to access records.
 - Joe Lampo will follow-up.
 - Working on configuration issues with Quick Scan Pro; testing has not begun yet.
 - Ticket with Ellucian for training.
 - De Anza A & R office reported issues with BDMS; started after Quick Scan Pro was installed for Foothill Financial Aid.
 - Quits working sometimes; holds things in queue.
 - Schedule a conference call with Ellucian consultant.
 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.

- Received script from Ellucian.
 - IGETC – needs to be reinstalled.
 - Complete by end of April.
18. SARS/eSARS Phase II – complete January 31, 2013:
- De Anza Financial Aid will be pilot department for texting.
 - Need place in Banner to store students' numbers who opt out of receiving messages.
 - Core team decided students must opt out of receiving messages from each department sending messages.
 - Need flags for Financial Aid, Counseling and Student; working on.
 - De Anza Counseling will be pilot department for eAdvising.
19. Security:
- Drafting email retention policy.
 - Provisioning/de-provisioning security process with APEX.
20. Faculty Leave Reporting – Go Live April 22, 2013:
- De Anza Business department will go live March 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 – Tom will present next meeting, March 14, 2013.
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.
 - There are exceptions to repeatability if courses belong in “families” (Physical Education and Creative Arts areas only).
 - “Families” will be determined district wide.
 - Colleges are currently discussing how both colleges will address “family” of courses and repeatability 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.