

## Student Weekly Meeting Minutes

May 16, 2013, 8:00am-9:00am

**Attendees:** Chien Shih, Jerrick Woo, Veronica Aparicio, Nazy Gayolan, Stephanie Franco, Joe Lampo, Tom Roza, Mi Chang, Joan Pena-Ferrick, Kathleen Moberg, Susan Malmgren, Rachel Tai and Kari Elliott (note taker).

### Standing Agenda Items:

1. 11g Conversion Issues.
  - Single sign-on for Mac users into INB does not work; patch works for operating systems 10.6 and newer, will apply patch when older Macs have been upgraded.
    - Tech services will identify and begin replacement mid-June.
2. Summer Registration.
  - 2,100 registered at Foothill.
  - 670 registered at De Anza.
  - Foothill will do a drop for nonpayment May 31, 2013; De Anza will not.
3. Need to block online enrollments for students living in 5 states starting Fall 2013 – Nazy.
  - 5 states charge licensing fee to out of state school when residents take online classes.
    - Affects both colleges.
  - Can block when uploading applications from CCCApply, put into suspense.
    - Place hold until student can come in to clear (similar to high school students).
    - Need to have in place for Fall registration (mid-July).
    - Restrict online classes; similar to high school students.
4. Pay to Stay Project – implement Fall quarter 2013 or later.
  - Touchnet installment plan contract will go to Board for approval May 13, 2013.
  - Implement installment plan September 1, 2013.
    - Begin rolling drops September 1<sup>st</sup> until first day of school.
5. ID Card-Smart Card Project – Replace Capture Card by end of year.
  - Separate printing services from Capture Card – Deadline Fall quarter.
    - District looking into ePrintIt for printing services – meeting scheduled May 14, 2013.
    - Pilot printing at both colleges in July; will have a second pilot test in August.
    - Printing services will be online September 3, 2013.
  - Multicard chosen by ETAC and selection committees.
    - ID Card vendor contract will go to Board for approval in June; begin implementation after approval.
    - New equipment, cameras, printers in place by September 1, 2013.
    - Will not convert balance/accounts from old cards; freeze balance.
      - Finance department will email students for refunds.
      - Begin letting students know not to add more money to current cards.
6. Open CCCApply – convert June 2014.
  - Begin early 2014.
  - Contract renewal – June 30, 2013; Foothill wants to purchase module for non-credit.
  - 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 – conference call May 22, 2013.
- 7. Need to change enrollment priorities for Fall 2014.
  - Need revised specifications; colleges need to approve.
  - Test against Fall quarter data; October 2013.
  - Need to notify students with 2 quarters unsatisfactory progress and 150 units not including basic skills Spring quarter.
    - Notification will be sent soon; working on language.
  - Need to communicate change to students end of this academic year.
- 8. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
  - Made 2 changes May 13, 2013; improved database and selected smaller population for popsel.
  - Improved nightly run; continue to monitor.
- 9. Student Success Checklist – Summer 2013.
  - Working on programming/channel.
- 10. Legacy sunset date – June 30, 2013:
  - Data migration done; Currently testing.
  - Working on 408 screen for cashiering.
  - Shut down first week of June.
- 11. Census:
  - Roster 4.1 – June 2013.
    - Confirmation email to instructors after sending census.
    - Double click sensor.
    - Green check mark after electronic signature found in Banner.
    - Have users test in PRODN before releasing into Production; need faculty to test.
- 12. BDMS:
  - Student records on microfilm, microfiche, old CDs; need way to access records.
    - Joe Lampo will follow-up.
- 13. Counselors would like placement score view added to dashboard; complete when new dashboard is available, Summer 2013.
- 14. Degreeworks:
  - Unhooked exemptions – monitoring.
    - Have report to check; ticket with Action Line – still waiting.
  - Ed plan already approved missing – ticket with Action Line – still waiting.
    - In database but cannot pull up in Degreeworks; ARGOS report work around.
  - GPA calc tab – getting error for term calculator; need to review documentation from Action Line.
- 15. Financial Aid Refunds Issue:
  - Change process - automate; labor intensive, may need consultant help.
- 16. Repeatability needs to be removed from all courses (State mandate) – effective 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”.
  - De Anza scheduling has begun building families and need to test with A & R.
    - Special ed and adaptive PE are exceptions.
    - Academic Senate has not approved families between both colleges yet.

- Need to build families at both colleges.
- CALB Student 8.7 – in Production before Fall registration.
  - Need to thoroughly test in PRODN before moving into Production.
  - Backup plan – create reports, will be manual process for A & R offices.