

Student Weekly Meeting Minutes

May 2, 2013, 8:00am-9:00am

Attendees: Chien Shih, Tom Roza, Stephanie Franco, Joan Pena-Ferrick, Veronica Aparicio, Jane Swanson, Kathleen Moberg, Rachel Tai, Bill Baldwin, Jerrick Woo 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.
 - Should have schedule from Tech Services by third week in May.
2. Pay to Stay Project – implement Fall quarter 2013 or later.
 - Touchnet installment plan contract will go to May Board for approval.
 - Pay Now button will bring up more options; if students do not click Pay Now button what are consequences.
 - Drop immediately, rolling drops or drop for nonpayment like San Mateo College (drop everyday 2 weeks before school starts).
 - How to handle students paying cash?
 - New policy needs to be in place before implementing for Fall quarter – registration for Fall quarter begins third week of July (team consensus).
 - Need to make sure colleges and Senior Staff are on same page moving forward; Joe Moreau has been discussing with Senior Staff.
3. 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.
 - Reviewing vendors – decision meeting scheduled for May 8, 2013.
 - ID Card vendor contract will go to Board for approval in June; begin implementation after approval.
4. Foothill Early Summer.
 - Registration dates for Summer sessions will begin May 4, 2013.
 - Foothill will do a drop for nonpayment May 31, 2013; De Anza will not.
5. Open CCCApply – convert June 2014.
 - Begin early 2014.
 - State Chancellor Office has waived \$7,000 development, maintenance, hosting, and support of the new version of 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.
6. 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 has drafted, meeting scheduled with A & R.
 - Need to notify students with 2 quarters unsatisfactory progress and 150 units not including basic skills Spring quarter.
 - Jerrick will send to A & R offices May 2, 2013.

- Need to communicate change to students end of this academic year.
7. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
 - Overnight still running long.
 - Made corrections recommended by Action Line (changes to tables); made no difference.
 - ARGOS jobs running at same time; look at other jobs running.
 8. Student Success Checklist.
 - Working on programming/channel.
 - Complete Summer 2013.
 9. Legacy sunset date – June 30, 2013:
 - Complete moving data over by end of April; 2 months to test.
 - Disable access to users; send email to users to test in MyPortal.
 10. 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.
 11. BDMS:
 - Student records on microfilm, microfiche, old CDs; need way to access records.
 - Joe Lampo will follow-up.
 12. Counselors would like placement score view added to dashboard; complete when new dashboard is available, Summer 2013.
 13. Degreeworks – 4.1.1 installed in Production January 4, 2013:
 - Unhooked exemptions – monitoring.
 - Have report to check; ticket with Action Line.
 - Ed plan already approved missing – ticket with Action Line.
 - In database but cannot pull up in Degreeworks; ARGOS report work around.
 - Have to recreate some, some found in database.
 - GPA calc tab – getting error for term calculator; was working 2 weeks ago.
 14. Financial Aid Refunds Issue:
 - Change process - automate; labor intensive, may need consultant help.
 15. Student Upgrade Package – implement April 26-27, 2013.
 - Defect with load, loads disappearing; received fix from Ellucian.
 - Tested May 1, 2013 in PRODN.
 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”.
 - Equivalencies with both schools need to be confirmed with those courses (equivalencies) in the “families” being the priority – colleges are in agreement for Creative Arts and Music; PE is still pending.
 - CALB Student 8.7 available April 23, 2013 – in Production before Fall registration.
 - Asking both colleges to review release guides.
 - Need to thoroughly test in PRODN before moving into Production.
 - Backup plan – create reports, will be manual process for A & R offices.