

Student Weekly Meeting Minutes

May 23, 2013, 8:00am-9:00am

Attendees: Chien Shih, Angela Caballero de Cordero, Joan Pena-Ferrick, Joe Lampo, Nazy Gayolan, Tom Roza, Stephanie Franco, Mi Chang, Kent McGee, Jerrick Woo, Moaty Fayek, Rachel Tai, Bill Baldwin, Susan Malmgren 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.
 - Common matching issue; have work around but is time consuming.
2. Summer Registration.
 - 5,500 registered at Foothill.
 - 800 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.
 - These 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.
 - Consensus to block at CCCApply level.
4. Pay to Stay Project – implement Fall quarter 2013 or later.
 - Implement Touchnet installment plan September 1, 2013.
 - Begin rolling drops September 1st 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.
 - August 9, 2013 – cut off GoPrint to students; need to communicate to students.
 - Will use ePrintIt for printing services.
 - Pilot printing and new ID cards at both colleges in July 22, 2013; will have a second pilot test August 12, 2013.
 - 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.
 - Use Xap until CCCApply version is ready.
- 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.
 - De Anza started refund process at normal time May 20th.
 - Overnight process was short but erratic.
- 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 and transcripts.
 - 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.
 - Writing up documentation.
- 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, Action Line cannot figure out.
 - Happens in Ed plans built in 4.0.9; does not appear to happen to Ed plans built in 4.1.1.
 - Ed plan already approved missing – ticket with Action Line – still waiting, Action Line cannot figure out.
 - 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.
 - Academic Senates still working on letter to make families official.
 - Need to build families at both colleges by June 1, 2013.
 - Need to certify by July 1st and move into Production by July 15th.
- 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.