Student Weekly Meeting Minutes
May 26, 2011 8:00am-9:00am

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

1. 8.4 in Production May 20, 2011:
   - High School registration at De Anza May 21, 2011 went well.
   - 568 registered at De Anza (Open House); 218 registered at Foothill.
   - Students able to make payment when there is a zero balance; had been working, not working now.
     - o Has been fixed – confirmed by Joe.
   - Known defects from SGHE.
     - o Waitlist capacity – allowing a student to register for class when class & waitlist are at capacity, bypassing waitlist all together; patch working – confirmed fixed with 8.4 upgrade.
     - o Waitlist with no priority number – happens occasionally; monitor daily when waitlist is turned on.
       - ▪ There is a job in Banner to re-sequence waitlist after adjustments are made; no notification is sent to student that priority has changed. It is now standard procedure at both colleges to run job after waitlist is manually adjusted.
     - o P/NP option does not work once class starts; work around in place.
       - ▪ No patch to fix – waiting for SGHE.
   - De Anza is still testing Academic standing – results are good.
     - o Meeting scheduled for June 2, 2011.
     - o De Anza needs to test and begin running.
     - o Foothill has already been running
     - o Need to have accurate matriculation.
2. Date to register tickets for Summer quarter:
   - 17,087 at Foothill; 22,404 at De Anza
   - Students can see in MyPortal.
3. Both colleges have decided not to drop for nonpayment for Summer quarter.
4. 320 Report – next filing July 15, 2011.
   - John Mullen will work with schedulers prior to filing date.
   - Can be directly generated from Banner with 8.4 update.
   - Report 8.0 updated to Report 8.1 – Tom reviewing.
5. BDMS:
   - Consultant onsite this week.
   - Getting ready to turn over to functional users.
   - Certify mid-June.
   - Go live July 1, 2011.
   - Single sign on is working.
   - BDMS has own granular security to documents and cabinets.

        ○ Define by security classes already in Banner.

        ○ Focus will be on A & R; add other groups later.

6. Degreeworks:
   - Request for degrees to be scripted that was missed from first pass through (Foothill); SGHE will do for a fee even though the degrees were supposed to be scripted in the first place.
   - List of advisor roles to Kathleen for cleanup.

7. Last 4 digits of credit card request:
   - Touchnet cannot do; has to be done through SGHE web services – will need to get a quote.
   - Cannot use refund forms after June 30, 2011.
   - Need to talk to Hector about refund process.

8. Unclaimed Student Refunds:
   - Used to sweep unclaimed student refunds in legacy.
   - Sweep ready to do in Banner – needs to be reviewed by A & R offices and accounting.

9. Report Run Time:
   - Original run time is different from archive time.
   - Time stamps need to be the same.
   - 30 days to view online; 30 days to view in archive.