

## Student Weekly Meeting Minutes

May 30, 2013, 8:00am-9:00am

**Attendees:** Chien Shih, Tom Roza, Joe Lampo, Joan Pena-Ferrick, Susan Malmgren, Jane Swanson, Veronica Aparicio, Kent McGee, Nazy Gayolan, Jerrick Woo, Rachel Tai, Kathleen Moberg, Bill Baldwin 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 – Fixed.
2. Summer Registration.
  - 6,740 registered at Foothill.
  - 860 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 charging licensing fee to out of state school when residents take online classes starting Fall 2013.
  - Affects both colleges.
  - Can block when uploading applications from CCCApply, put into suspense – team consensus.
4. Pay to Stay Project – implement Fall quarter 2013 or later.
  - Implement Touchnet installment plan September 1, 2013.
    - Begin rolling drops September 1<sup>st</sup> until first day of school.
    - Kick off meeting June 10, 2013.
      - Policy issues to decide.
      - Installment plan fee – still in discussion.
  - Implement Pay to Stay policies Winter quarter.
5. ID Card-Smart Card Project – Replace Capture Card by end of year.
  - Separate printing services from Capture Card/implement new printing services – September 3, 2013.
    - August 9, 2013 – cut off GoPrint to students; need to communicate to students.
    - ePrintIt contract ready for signature.
    - Pilot printing and new ID cards at both colleges in July 22, 2013; will have a second pilot test August 12, 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; ID card stations have been identified at each college.
    - Will not convert balance/accounts from old cards; freeze balance.
      - 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.
    - Demo of Xap module from Grossmont College.
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.
- Overnight process was short but erratic.
9. Student Success Checklist – Summer 2013.
- Ready to start testing.
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; notify users May 31, 2013.
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.
    - Completed documentation; currently testing.
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.
    - Ran report to find affected students; found 180 records to clean up.
  - Ed plan already approved missing – ticket with Action Line – still waiting from Action Line; lead developer at Ellucian working on.
    - In database but cannot pull up in Degreeworks; ARGOS report work around.
  - GPA calc tab – getting error for term calculator; fix from Action Line did not work; updated ticket.
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.

- De Anza found bug while testing families built so far – open ticket with Action Line.
  - Does not look at both colleges.
  - Foothill still needs to test.
- Not all families are built yet; need all families built by June 1<sup>st</sup> to begin testing.
  - Need to certify by July 1<sup>st</sup> and move into Production by July 15<sup>th</sup>.
- Academic Senates still working on letter to make families official.
- 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.

17. Registration Survey – Institutional Research request.

- Force students to answer 2 survey questions when registering in Luminis.
- A & R offices recommend not doing; students may not register if forced to answer survey; could affect enrollment.
- Recommend using Survey Monkey in target message.