

Student Weekly Meeting Minutes

May 5, 2011 8:00am-9:00am

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

1. Fall Quarter Projects:

- Faculty Association mandate – stopping registration Sunday at midnight before quarter starts.
 - Need to make waitlist and add codes will work.
 - ETS started looking at options.
- Open class channel on Student tab.
- 8.4 patch.
 - Testing going well at both colleges.
 - Scheduled to move into production May 20, 2011 in the evening.
 - Needs to be certified by both colleges before moving to production.
 - Need to make sure 8.4 patch does not wipe out patches already in production.
- Known defects from SGHE.
 - Waitlist capacity – allowing a student to register for class when class & waitlist are at capacity, bypassing waitlist all together; patch working.
 - Waitlist with no priority number – happens occasionally; monitor daily when waitlist is turned on.
 - No patch to fix – waiting for SGHE.
 - P/NP option does not work once class starts; work around in place.
 - No patch to fix – waiting for SGHE.

2. Foothill Distance Learning Issue:

- Want students to be able to sign up for distance learning classes on open class list; students cannot register for classes online once classes start because of Faculty Association mandate.
- Have a button or link on open class list to add student to roster as a possible solution.
 - Faculty still have to assign an add code to student if they want to add; student does not get on waitlist or registered for class until add code assigned by faculty.
 - Would only be available to Distance Learning classes only.

3. BDMS:

- First pass conversion scheduled for next week.
- On target for May 22, 2011 milestone.
- Follow up meeting scheduled for May 11, 2011, 2-3:30pm in D260.
- Consultant will be onsite week of May 16, 2011 for training, setup template and convert scanner from Hershey to BDMS – training will be at De Anza.
 - Will need participant list early May for training and security setup.
 - Tom waiting for training curriculum from trainer to certify technical setup.
- Foothill has images to be converted that are not in Hershey.
 - Part of phase II.

- Tom & Joe will revisit and present plan to Chien after May 22, 2011 milestone.
- 4. Degreeworks:
 - Next training scheduled for June.
 - Go live Fall quarter internally – counselors.
 - Go live Winter quarter externally – Student SSB.
- 5. Appworx:
 - Tom will bring summary of recommendations to team to discuss target dates for implementation.
 - Will need to choose an application process to test.
- 6. Transcripts:
 - Both colleges are still testing – need confirmation working by May 12, 2011.
- 7. Log in/timeout Issue – reported by Shawna:
 - Tom will meet with Shawna; continue to monitor.
- 8. Security Report:
 - Demo for team leads last week.
 - Internal review scheduled for May 6, 2011.
 - Will scheduled another review session for team leads to finalize.
- 9. Course Studio:
 - Approximately 250 sections are using – no issues reported.
- 10. Touchnet Payment Gateway:
 - Network will down tonight, May 5, 2011.
 - Should not be an issue for cashiers.
- 11. 1098ts – make available online only for '11-'12:
 - Need consent from student.
 - Will setup preference similar to picking up diploma.

Summer Registration Dates:

Foothill:

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|-----------------------|---|
| May 25, 2011 | Priority Registration (EOPS, DSPS & Vets only) |
| May 27 – June 2, 2011 | Continuing students (start date staggered by number of units) |
| June 6, 2011 | New and former students |
| June 7, 2011 | High School students |

De Anza:

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|---------------|----------------------------------|
| May 31, 2011 | EOPS/DSS/Vets/EDC |
| June 1, 2011 | Other priority (staff, OTI, etc) |
| June 2, 2011 | Continuing students |
| June 14, 2011 | New and former students |
| June 20, 2011 | High School students |

Summer Quarter classes begin June 27, 2011