Student Weekly Meeting Minutes
May 9, 2013, 8:00am-9:00am

Attendees: Chien Shih, Susan Bloom, Nazy Gayolan, Stephanie Franco, Veronica Aparicio, Joe Lampo, Moaty Fayek, Tom Roza, Kathleen Moberg, Kent McGee, Susan Malmgren, Bill Baldwin, Rachel Tai, 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.
     - o Should have schedule from Tech Services by week of May 20th.
2. Summer Registration.
   - 171 registered at Foothill; De Anza will have open house May 11, 2013.
   - BOGG waiver fee not working at Foothill; Rachel will work Foothill.
   - Foothill will do a drop for nonpayment May 31, 2013; De Anza will not.
3. Pay to Stay Project – implement Fall quarter 2013 or later.
   - Touchnet installment plan contract will go to Board for approval May 13, 2013.
   - 60-75 working days to implement (3 ½ months).
   - Chien will forward draft plan for installment plan to Student team; does not include policy decisions for Pay to Stay.
4. ID Card-Smart Card Project – Replace Capture Card by end of year.
   - Separate printing services from Capture Card – Deadline Fall quarter.
     - o District looking into ePrintIt for printing services – meeting scheduled May 14, 2013.
     - o Pilot printing at both colleges in July.
     - o Will be black/white, color and photo capable; more locations.
     - o Balance will be between student and vendor; District will no longer be involved.
   - Multicard chosen by ETAC and selection committees.
     - o ID Card vendor contract will go to Board for approval in June; begin implementation after approval.
     - o New equipment, cameras, printers in place by September 1, 2013.
     - o 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.
5. Open CCCApply – convert June 2014.
   - Begin early 2014.
   - International Students offices want to automate application process; currently use paper application and enter info manually.
     - o 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.
   - Reviewed specifications.
   - Test against Fall quarter data
   - Need to notify students with 2 quarters unsatisfactory progress and 150 units not including basic skills Spring quarter.

- o 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.
   - Action Line recommended indexing 15 TGRAPPL tables; completed no change in run time.
   - TGRAPPL must be affected by outside jobs.
     - o Reduced number of ARGOS reports; no change in run time.
     - o Review all nightly processes and popsel.
8. Student Success Checklist – Summer 2013.
   - Working on programming/channel.
9. Legacy sunset date – June 30, 2013:
   - Data migration done; email Finance and HR to test.
   - Demo Student at each campus.
10. Census:
    - Roster 4.1 – June 2013.
      - o Confirmation email to instructors after sending census.
      - o Double click sensor.
      - o Green check mark after electronic signature found in Banner.
      - o Have users test in PRODN before releasing into Production.
11. BDMS:
    - Student records on microfilm, microfiche, old CDs; need way to access records.
      - o 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:
    - Unhooked exemptions – monitoring.
      - o Have report to check; ticket with Action Line.
    - Ed plan already approved missing – ticket with Action Line.
      - o In database but cannot pull up in Degreeworks; ARGOS report work around.
      - o 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. 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".
      - o Equivalencies with both schools need to be confirmed with those courses (equivalencies) in the "families" being the priority – majority of equivalent courses between both colleges have confirmed and approved; some issues with courses that are not one-to-one matches.
      - o Both colleges are working on statements describing course families for catalogs.
      - o CALB Student 8.7 – in Production before Fall registration.
        - ▪ Need to thoroughly test in PRODN before moving into Production.
      - o Backup plan – create reports, will be manual process for A & R offices.