<h1 style="text-align: center">Student Weekly Meeting Minutes</h1>
<h1 style="text-align: center">November 10, 2011 8:00am-9:00am</h1>

Attendees: Chien Shih, Joan Pena-Ferrick, Tom Roza, Susan Malmgren, Bill Baldwin, Drake Lewis, Jerrick Woo, Kathleen Moberg, Laureen Balducci, Stephanie Franco, Angela Caballero de Cordero, Rachel Tai, Joe Lampo, Shawna Aced and Kari Elliott (note taker).

Standing Agenda Items:
1. CCCApply – High school students/issues with Financial Aid Students.
   - Have a pop up message for continuing students to verify major is correct.
   - Need to synchronize ed goal with major; students can choose an ed goal that does not match their major.
   - CCCApply has inaccurate High School codes – affects MIS reporting.
     - Andrew LaManque is aware of issue.
     - Zap working on fixing inaccurate codes.
   - Need residency mapped into Banner – Joe/Shawna.
2. VMS Survey – who is using legacy system and why are they using it.
   - Begin meeting with teams.
   - Migrate by end of fiscal year.
3. Grade Roll & Ineligible Processing (UC4):
   - Plan to automate – Tom is working with Joan & Roland to document process.
   - Phase I – software platform up & running.
   - Phase II – training, starting end of January 2012 for technical staff.
   - Phase III – gradual go live – February 2012.
4. Faculty Association Mandate (stop registration when quarter starts):
   - Final impact statement sent to Chancellor Staff for review.
     - Have to implement Winter quarter.
     - Start to plan implementation.
       - Send out announcement; Chien will create draft to review at next meeting.
         - Send out now and again before Winter quarter starts.
       - Susan will update instructions for faculty and students.
       - Need to stop the waitlist on Saturday January 7, 2012.
       - No need for further testing.
5. BDMS:
   - Keep Hershey platform up & running; will need to back up database & archive.
   - Finalize user guide.
   - Long list of terms in drop down menu; would like to be able to type in term.
     - Still looking into; service request with SGHE
     - Phase II – converting Foothill stored images on hard drives & De Anza's microfiche.
     - Working with Foothill to convert stored images.
6. Degreeworks:
   - Colleges will go live January 9, 2012 for students.
     - SGHE consultant will be onsite week of December 12, 2011.

- IGETC script – Joe's team is reviewing; have work session schedule with San Mateo College.
  - Licensing issue to use ARGOS reports – completed.

7. SARS/eSARS:
   - Phase II – Simplify the current platform architecture.
     - Common hardware platform design identified – Tom working on plan.
     - Will require a 2-3 day outage window.
     - Working on login process.
   - Phase III – Integrate into MyPortal; single sign on Fall 2012.

8. Academic Standing:
   - Next step – disqual program written to drop students; not doing at this time.
   - Financial Aid academic standing does not match A & R academic standing.

9. 1098ts:
   - Recreate in ARGOS to match IRS fields; students will be able to get through SSB; test late Fall.
   - Demo end of month.

10. Security General C Class:
    - Working on Financial Aid and A & R.

11. 3CMS/CMS catalog – pre-reqs not in Banner.
    - Go live early next year.

12. Cashier Office Daily Reports:
    - Reconciliation with Touchnet still has imbalance.
      - $168 at De Anza; $4,000 at Foothill.
      - De Anza only on October 22, 2011.

13. Cashier Office – Financial Aid Disbursements:
    - Begin testing purge function week of October 31, 2011 in PRODN.
    - May need to change business practices and processes.

14. Fees incorrect when student drop courses online.
    - Defect in Banner; affects some international students at De Anza.
    - Batch job at night fixes.

15. Regulatory overhaul of repeatability, withdrawal and grade calculations.
    - Date to apply – April 2012.
    - Customized script in background for repeatability; need to change from 6 to 3.
    - Will need 1 month to test.
      - Xiaobin's repeat code – ETS reviewing.

16. Old portal will be decommissioned November 18, 2011; announcement will be sent to faculty.

17. Pre-1983 students have been identified on Dashboard.
    - Done in PRODN; need to certify before moving into PROD.
    - Have procedure in place for students who already have CWID.
    - No procedure when applying.
    - De Anza scans transcripts into Banner as they come up.

18. Placement scores – show students' level in Banner, not score – Matt.

19. Missing grades banded report – Jerrick.
    - Report ready; send out through automated process.

20. Allow student to change Major and Ed Plan online.