Student Weekly Meeting Minutes
November 15, 2012, 8:00am-9:00am

Attendees: Chien Shih, Tom Roza, Laureen Balducci, Stephanie Franco, Bill Baldwin, Joe Lampo, Veronica Aparicio, Joan Pena-Ferrick, Kent McGee, Jerrick Woo, Kathleen Moberg, Henry Jung, Rob Mieso, Rachel Tai and Kari Elliott (note taker).

Standing Agenda Items:

1. Senior Staff has made the decision to stop drop for nonpayment.
   - Implement pay now or installment plan – no date has been set; Fall 2013?
   - More discussion needed on impact on business practices; meeting scheduled November 26, 2012.
   - Keep students from registering for classes they do not intend to take.
   - Survey Winter quarter students if willing to use payment plan for additional $20-$30 fee.
   - Holds on students who didn't pay will keep them from registering for next quarter.
2. ETAC Committee has improved strong password requirement.
   - 8 characters long including upper/lower case, a number and a special character.
   - Implement end of calendar year.
   - Mid-Winter quarter would be better-February 2013.
3. Need to separate Foothill Financial Aid from De Anza Financial aid in Banner because of Foothill's early Summer session.
   - Banner consultant needed to help separate tables; working with Ellucian to schedule consultant.
     - o Use same work around from last year's early summer if tables are not separated in time.
   - Impacts more departments than Financial Aid.
   - Foothill senior staff will have meeting end of November to discuss.
4. CCCApply– New Application.
   - Will need to convert June 2014.
   - Begin testing Summer 2013.
   - Will need crosswalk for CWID and federal ID.
5. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
   - Payment archive.
     - o Finished testing, ready to implement.
     - o Will archive prior fiscal year.
     - o Implement November 16th weekend.
6. Electronic Transfer of AP Score (Stephen Fletcher/Jerrick).
   - Testing automation process; waiting for test file from vendor.
   - Next upload May-June 2013.
7. Review list of projects Jerrick Woo and Xiaobin Li are working on.
   - Block 'W' by faculty and students if taking class a third time – Xiaobin working on.
   - Working on programming for student success checklist – started working on.
     - o Package completed; begin testing.
   - GPA calculation – working on (Joan/Roland).
     - o Complete for migrated students before November 19, 2012.
     - o Finished 1 year (from first Summer quarter going live); checking reports for repeats.
   - Show term student has balance only (Xiaobin Li).

8. Data Requirements from SIS Legacy System:
   - Legacy sunset date – June 30, 2013; need data store when decommissioned.
   - Continuing cleanup; will not complete by end of December 2012..
   - Developed old Plus screen using APEX for Finance and HR.
9. FERPA training (review current procedures, reminders).
   - HR working on plan – part of hiring process.
   - Write into HR record – HR working on.
10. TouchNet payment issues.
    - WebLogic in Production; monitoring.
    - Send out survey to students to find out why not paying at time of registration (Institutional Research).
11. Census:
    - Auditors Report spec completed and colleges approved; need report completed by May 2013.
12. UC4 (Banner Agent):
    - Cannot run Banner job without Banner Agent.
13. BDMS:
    - Student records on microfilm, microfiche, old CDs; need way to access records.
      - Schedule a separate meeting to discuss.
    - Changing to new scanning engine; will need to increase license count.
      - Test and implement before December 20, 2012.
    - Identified computer and installed new engine for Foothill Financial Aid; completed.
    - De Anza data not populating and was populating before.
      - Ellucian sent email for changes to be made; setup was not correct.
14. Degreeworks:
    - Counselors would like button to change majors in Degreeworks; add to dashboard.
      - Also will add placement score view to dashboard.
    - 4.1.1 in test.
      - Security class can be changed by management tool in 4.1.1 without going into command line.
    - IGETC.
      - Testing procedures.
15. SARS/eSARS:
    - Texting installed, ETS tested internally with good results.
    - De Anza Financial Aid will be pilot department for texting.
      - Ready to start using/testing.
    - De Anza kiosks are online.
    - De Anza Counseling will be pilot department for eAdvising.
16. Security:
    - Granting process – final written procedure.
    - Drafting email retention policy.
17. Faculty Leave Reporting – Go Live February 2013.
    - Colleges will review week of November 13, 2012.
    - Ready to begin testing.