

Student Weekly Meeting Minutes

November 17, 2011 8:00am-9:00am

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

Standing Agenda Items:

1. CCCApply – High school students/issues with Financial Aid Students.
 - 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.
 - De Anza has process to enter into Space Mountain; will share process with Foothill.
 - Not taking action at this time.
2. VMS Survey – who is using legacy system and why are they using it.
 - Begin setting up meeting with groups – Drake/Kari
 - 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.
 - Winter Quarter Grade Roll – Tentative Schedule:
 - December 22, 2011 – De Anza early morning; Foothill afternoon.
 - December 29, 2011 – De Anza early morning; Foothill afternoon.
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 now and again before Winter quarter starts.
 - Need to stop the waitlist on Saturday January 7, 2012.
 - Senior Staff negotiating with Faculty Association to implement Fall 2012.
5. BDMS:
 - Keep Hershey platform up & running; will need to back up database & archive.
 - 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.
 - Purchasing will go live July 2012.
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.
 - Degreeworks channel is now available on student tab.
 - Go Live date has been published to colleges.
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.
 - Tom will confirm with vendor to implement common hardware Presidents’ weekend in February.
 - Working on login process – Tom has sent documentation to Susan.
 - Phase III – Integrate into MyPortal; single sign on Fall 2012.
8. Academic Standing:
- 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.
 - Testing end of month.
10. Security General C Class:
- Working on Financial Aid and A & R – complete next week.
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:
- Automated first 4 steps of process; run at night on Tuesdays.
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.
 - Modify rules then run script in TEST.
16. Old portal will be decommissioned November 18, 2011.
17. Pre-1983 students have been identified on Dashboard.
- Done in PRODN; need to certify before moving into PROD.
18. Placement scores – show students’ level in Banner, not score – Matt.
19. Missing grades banded report – Jerrick.
- Report ready for review.
 - Send out by divisions to Division Deans after grade roll; send out whole report to VPs 2-3 days later.
 - Send reminders to faculty before grades are due.
20. Allow student to change Major and Ed Plan online.
- In PRODN ready to test.

21. Census:

- Shawna needs to fill out spec form; already met with Susan to discuss.
- Button on roster to print out attendance sheet for faculty to use.
- Auditors want snapshot of census with faculty signature certifying.
- Snapshot of roster on census with faculty electronic signature emailed to A & R office.
- Susan will bring specs for Census, Attendance sheets and positive hours to next meeting for review.