

## Winter Registration Weekly Go Live Meeting Minutes

**November 18, 2010, 8:00am-9:00am**

Attendees: Chien Shih, Tom Roza, Pat Fifield, Joe Lampo, Drake Lewis, Rich Schroeder, Joan Pena-Ferrick, Stephanie Franco, Rachel Tai, Shawna Aced, Henry Jung, Susan Malmgren, Laureen Balducci, Becca Levin, Jerrick Woo and Kari Elliott (note taker).

1. Timeout Issue at Foothill:
  - Happening to some administrative assistants and counselors.
  - Signed in both INB and SSB.
  - Being timeout in SSB in less than 1 hour.
  - Tom & Drake will look into.
2. Reported bug from SGHE regarding waitlist:
  - If student on waitlist has been notified of opening and has not taken any action; class freezes and students cannot get on waitlist.
  - Bug will be fixed in new Banner release.
  - Would like to automatically enroll waitlisted students for Spring with a notification to pay for class or drop themselves.
    - Further discussion is needed.
3. Winter Quarter Registration:
  - 1821 students registered at De Anza.
  - Will monitor registration through Thanksgiving holiday.
  - When checking a class to register in look up classes, would not always work the first time – still monitoring.
  - Can register for a regular class and the same class in distance learning – problem has been reported to SGHE.
    - Will need to run an exception report to notify students they must choose one class.
  - Repeatability issues with course that have name changes.
    - Foothill is working on changing the numbers – Stephanie will follow up on status.
  - More testing needs to be done for waitlist.
    - Sleep/wake process out of box – waitlist notification.
    - Texting students better than email.
    - Pop up message when student is added to waitlist explaining waitlist policy.
    - Kathleen Moberg will send out a target message regarding waitlist policy next week.
  - More testing needs to be done – test session scheduled for November 19, 2010, from 12:30pm-2:00pm in D270. Chien will provide lunch.
  - Chien is working on getting a consultant on site to help with cashiering issues.
4. ARGOS:
  - Access request form is on line; links are not set yet.
  - Data owner will have final approval; Christina Espinosa-Pieb would like VPs to have final approval.
  - Will add checkboxes for FERPA training and signed confidentiality document for Student access.

- Need security policy in place.
  - Audit requirement early next year.
5. 320 Report:
- Task force formed.
6. Faculty Drops:
- Having problems granting refunds.
  - Script for calculating billed hours not working correctly; works correctly when entered manually.
  - Review with Jim Clow next week.
7. Old Portal Shut Down:
- Scheduled to be shut down December 1, 2010.
  - Registration information is available in RDB database and ARGOS can connect to it.
  - Need to define fields needed – Rich Schroeder.
8. Touchnet upgrade (disconnect solution) – testing this week.
- In Luminis test environment; will connect to PRODN.
  - In Production beginning of December.
9. Counseling Needs:
- Received needs from Foothill; waiting for De Anza's needs.
  - ARGOS reports can be used for counseling needs.
10. Faculty Association Update:
- Recommended not to implement freeze on registration at midnight before quarter starts.
11. Student Holds:
- Rachel Tai has been placing holds on students at De Anza.
  - Need to check with Shawna Aced for Foothill.
    - Shawna cannot get popsel to work – Jerrick.