

Student Weekly Meeting Minutes

November 29, 2012, 8:00am-9:00am

Attendees: Chien Shih, Kent McGee, Joan Pena-Ferrick, Tom Roza, Joe Lampo, Bill Baldwin, Shawna Aced, Veronica Aparicio, Laureen Balducci, Jerrick Woo, Kathleen Moberg, Susan Malmgren, Angela Caballero de Cordero, Moaty Fayek and Kari Elliott (note taker).

Standing Agenda Items:

1. Winter Registration.
 - 9,500 registered at De Anza.
 - 3,600 registered at Foothill.
2. Senior Staff has made the decision to stop drop for nonpayment.
 - Implement pay now or installment plan – no date has been set; Fall 2013?
 - Meeting scheduled January 11, 2013.
 - Enrollment issue – stop students from shopping for classes.
3. ETAC Committee has approved 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.
4. 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.
 - Consultant available in January 2013.
 - Use same work around from last year's early summer if tables are not separated in time.
 - Foothill Financial Aid asking for another waiver from federal government; will still need to separate tables if waiver approved.
 - Impacts more departments than Financial Aid.
5. CCCApply– New Application.
 - Mandate to convert June 2014.
 - Begin testing Summer 2013.
 - Will need crosswalk for CWID and federal ID.
 - Can stay with XAP but not consistent with state requirements and not always accurate.
6. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
 - Payment archive.
 - Archive process executed after November 22, 2012.
 - Reduced file size.
 - Running faster but have to wait for jobs; Foothill will send stats to ETS.
7. Electronic Transfer of AP Score (Stephen Fletcher/Jerrick).
 - Received file from vendor decrypted successfully.
 - Need to input into Banner.
 - Next upload May-June 2013.
8. Review list of projects Jerrick Woo and Xiaobin Li are working on.
 - Block 'W' by faculty and students if taking class a third time – still testing.
 - Working on programming for student success checklist.
 - Specs updated to included Institutional Research's request; need to include Institutional Research moving forward.

- GPA calculation – working on (Joan/Roland) – completed.
 - Need to grade roll for Fall grades and check reports again.
 - Show term student has balance only (Xiaobin Li).
 - Testing with 20 test students; review with college cashiers' offices.
9. 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.
10. FERPA training (review current procedures, reminders).
- HR working on plan – part of hiring process.
 - Write into HR record – HR working on.
11. TouchNet payment issues.
- WebLogic in Production; received error report November 28, 2012 – socket reset error message.
 - Send out survey to students to find out why not paying at time of registration (Institutional Research).
12. Census:
- Auditors Report spec completed and colleges approved; need report completed by May 2013.
13. UC4 (Banner Agent):
- Cannot run Banner job without Banner Agent.
14. 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.
 - Need to add cabinets.
 - De Anza data not populating and was populating before – fixed.
15. 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.
 - Additional patches released in November; put into test week of December 3, 2012.
 - Have in production first week of January 2013.
 - Critical for new Ed Plan.
 - IGETC.
 - Finished scripting – begin testing December 3, 2012.
16. SARS/eSARS:
- De Anza Financial Aid will be pilot department for texting.
 - Ready to start using/testing; Susan will be trained November 29, 2012.
 - De Anza Counseling will be pilot department for eAdvising.
17. Security:
- Drafting email retention policy.
18. Faculty Leave Reporting – Go Live February 2013.
- Ready to begin testing.