

Student Weekly Meeting Minutes

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

Attendees: Chien Shih, Jerrick Woo, Joan Pena-Ferrick, Tom Roza, Rachel Tai, Shawna Aced, Angela Caballero de Cordero, Bill Baldwin and Kari Elliott (note taker).

Standing Agenda Items:

1. Need to separate Foothill Financial Aid from De Anza Financial aid in Banner because of Foothill's early Summer session.
 - Banner consultant needed.
 - Impacts more departments than Financial Aid.
 - Foothill senior staff will have meeting end of November to discuss.
2. CCCApply– New Application.
 - Will need to convert June 2014.
 - Begin testing Summer 2013.
 - Lee McDonald has already started researching – use as resource.
3. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
 - Opened ticket with Ellucian; suggested using payment archive & shorten process by limiting data.
 - Payment archive.
 - Run November 9th weekend; Ngoc Nguyen approved.
 - Run apply/unapply after running payment archive (TSTHRS).
 - Tom will make sure TSTHRS is not refreshed.
4. Electronic Transfer of AP Score (Stephen Fletcher/Jerrick).
 - Testing automation process.
 - Follow up with vendor week of November 12th; waiting for test file.
 - Next upload May-June 2013.
5. 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.
 - Xiaobin has completed package; Matt reviewing.
 - Begin internal testing November 2, 2012.
 - GPA calculation – working on (Joan/Roland).
 - Complete for migrated students before November 19, 2012.
 - Finished 1 year (from first Summer quarter going live).
6. Data Requirements from SIS Legacy System:
 - Legacy sunset date – June 30, 2013; need data store when decommissioned.
 - Continuing cleanup.
 - Developed old Plus screen using APEX for Finance and HR.
7. FERPA training (review current procedures, reminders).
 - HR working on plan – part of hiring process.
 - Write into HR record – HR working on.

8. TouchNet payment issues.
 - Both cashiers tested new interface; no problems.
 - Open up electronic check through Touchnet; another option for students to pay.
 - Service request with Touchnet & Ellucian to verify installed correctly.
 - Move into Production November 14, 2012.
 - Send out survey to students to find out why not paying at time of registration (Institutional Research).
 - Show term student has balance only (Xiaobin Li).
9. Census:
 - Auditors Report spec completed and colleges approved; need report completed by May 2013.
10. UC4 (Banner Agent):
 - Cannot run Banner job without Banner Agent.
11. 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; finish installation November 8, 2012.
 - De Anza data not populating and was populating before.
 - Ellucian sent email for changes to be made; setup was not correct.
12. Degreeworks:
 - 4.1.0 in Production.
 - Need to put message on channel about refreshing cache.
 - Counselors would like button to change majors in Degreeworks; add to dashboard.
 - Also will add placement score view to dashboard.
 - 4.1.1 now available; started researching technical requirements.
 - IGETC.
 - Have procedures; begin testing week of November 12th.
13. SARS/eSARS:
 - Texting installed, ETS tested internally with good results.
 - De Anza Financial Aid will be pilot department.
 - De Anza Counseling will be pilot department for eAdvising.
14. Security:
 - Granting process – final written procedure.
 - Drafting email retention policy.
15. Faculty Leave Reporting – Go Live February 2013.
 - Colleges will review week of November 13, 2012.
 - Ready to begin testing.
17. 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.