

Student Weekly Meeting Minutes

October 11, 2012, 8:00am-9:00am

Attendees: Chien Shih, Lourdes Del Rio-Parent, Veronica Aparicio, Tom Roza, Moaty Fayek, Kent McGee, Joe Lampo, Shawna Aced, Kathleen Moberg, Susan Malmgren, Joan Pena-Ferrick, Jerrick Woo, Rachel Tai, 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.
2. Review list of projects Jerrick Woo and Xiaobin Li are working on.
 - Message telling students cannot drop because taking class a third time; move into Production October 12, 2012.
 - Next phase – block 'W' by faculty and students.
 - Working on programming for student success checklist – started working on.
 - IR collects data for state.
 - Pay Now button – code done; currently testing.
 - Course section audit table; time stamp on course changes – completed.
3. Data Requirements from SIS Legacy System:
 - Legacy sunset date – June 30, 2013; need data store when decommissioned.
 - Review cleanup work; complete by end of November.
4. GPA Recalc for migrated students.
 - When to run and impact on Banner.
 - Run repeat calc then GPA recalc.
 - Meeting scheduled next week.
5. FERPA training (review current procedures, reminders).
 - Requests to Call Center refer to A & R offices.
 - Need to make part of HR intake process.
6. TouchNet payment issues.
 - On-going errors when paying.
 - After October 5, 2012, started seeing socket reset errors; Touchnet made changes on their side October 5, 2012.
 - Looking for root cause.
7. Census:
 - Auditors Report spec completed and colleges approved; need report completed by May 2013.
 - When census day is same the first day of class, should the census day be moved to next day?
 - Waiting for clarification from Chancellor's office.
8. UC4 (Banner Agent):
 - Cannot run Banner job without Banner Agent.
9. Foothill early Summer Session – Post review, future plan:
 - Foothill will continue to offer early Summer Session.
 - Financial Aid Pell Grant issue.
 - 320 report issue – faculty load.

- Discussion needed of internal structure of terms.
10. Fall Registration:
- 15,400 registered at Foothill.
 - 23,660 registered at De Anza.
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.
 - Change will not affect indexing.
 - Test and implement before December 20, 2012.
12. Degreeworks:
- 4.1 installed in Test.
 - Cannot view Ed Plan in management queue to approve or reject; working with Action Line to resolve.
 - Ellucian consultant recommends implementing; release date is end of October.
 - Double credit issue (affecting more students at both colleges); Defect fixed with 4.1.
 - Still having issues with Ed plan.
 - Known defect with Internet Explorer; confirmed fixed in 4.1.
 - Counselors would like button to change majors in Degreeworks; add to dashboard.
 - Also will add placement score view to dashboard.
 - IGETC.
 - Will have consultant review when onsite.
13. SARS/eSARS:
- Objectives:
 - Begin Phase II.
 - Implement additional features including text messaging.
14. Security:
- Granting process – writing procedure policy.
 - Finalize October 12, 2012.
 - Execute and post October 31, 2012.
15. Faculty Leave Reporting – Go Live February 2013.
- Demo October 16th at Senior Staff.
 - Colleges will review week of November 13, 2012.
 - Foothill PE division (pilot test group) begins testing November 1, 2012.
17. Portal Redesign.
- Implementation date has not been set yet; need to implement before Winter registration begins.
18. Assessment needs to upload AP scores electronically (Stephen Fletcher/Jerrick).
- Encrypted text file; need to provide encryption key to Education Testing Services.
19. Senior Staff has made the decision to stop drop for nonpayment.
- Implement pay now or installment plan – no date has been set.
 - Use third party vendor as option – currently investigating.