

Student Weekly Meeting Minutes

October 18, 2012, 8:00am-9:00am

Attendees: Chien Shih, Kathleen Moberg, Joan Pena-Ferrick, Veronica Aparicio, Tom Roza, Stephanie Franco, Joe Lampo, Kent McGee, Shawna Aced, Susan Malmgren, Rob Mieso, Bill Baldwin, Moaty Fayek, Angela Caballero de Cordero, Jerrick Woo, Rachel Tai, Laureen Balducci 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.
 - Meet early November to discuss.
2. CCCApply Webinar Series.
 - Joe Lampo & Kent McGee will be attending.
 - Will need to convert June 2014.
3. Apply/Unapply Processing time issue.
 - Opened ticket with Ellucian.
 - Payment archive – further research needed.
4. Electronic Transfer of AP Score (Stephen Fletcher/Jerrick).
 - Working with vendor to automate.
 - Still researching – update next week.
 - Next upload May-June 2013.
5. Review list of projects Jerrick Woo and Xiaobin Li are working on.
 - Message telling students cannot drop because taking class a third time; completed
 - 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; completed.
 - GPA calculation – working on.
 - Graduation date – completed.
6. Data Requirements from SIS Legacy System:
 - Legacy sunset date – June 30, 2013; need data store when decommissioned.
 - In cleanup stage; reviewing anomalies.
7. GPA Recalc for migrated students.
 - Work session October 18, 2012; develop plan.
8. FERPA training (review current procedures, reminders).
 - HR working on plan – part of hiring process.
 - Write into HR record.
9. TouchNet payment issues.
 - Asked Touchnet to reinstate auto payment retry (had been removed 3 weeks ago); reduced number of failed attempts.

- Asking for one of the original analysts who previously worked on payment gateway for help.
10. 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?
 - Can move census date; Shawna found regulations ok'd moving.
 - Cannot collect apportionment if dropped.
11. UC4 (Banner Agent):
- Cannot run Banner job without Banner Agent.
12. 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.
 - Received document types from Foothill Financial Aid.
13. Degreeworks:
- 4.1 installed in Production.
 - Double credit issue, Ed plan fixed.
 - 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.
14. SARS/eSARS:
- Objectives:
 - Begin Phase II.
 - Implement additional features including text messaging.
 - Pilot group for texting will be Financial Aid.
 - Each college will have a limit of 20,000 text messages, including reply message.
15. Security:
- Granting process – final review of written procedure next week.
 - Execute and post October 31, 2012.
 - Drafting email retention policy.
16. Faculty Leave Reporting – Go Live February 2013.
- Colleges will review week of November 13, 2012.
 - Foothill PE division (pilot test group) begins testing November 1, 2012.
 - Ready to begin testing.
17. Portal Redesign.
- Implementation date has not been set yet; need to implement before Winter registration begins.
18. 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.