

## **Student Weekly Meeting Minutes**

### **October 25, 2012, 8:00am-9:00am**

**Attendees:** Chien Shih, Susan Malmgren, Shawna Aced, Stephanie Franco, Tom Roza, Jerrick Woo, Joan Pena-Ferrick, Angela Caballero de Cordero, Kathleen Moberg, Joe Lampo, Rachel Tai, Kent McGee, Rob Mieso, 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.
  - Meet early November to discuss; involve both colleges when creating team.
2. CCCApply Webinar Series – Intro to new application.
  - Joe Lamp, Kent McGee and Jim Clow will be attending.
  - Will need to convert June 2014.
3. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
  - Opened ticket with Ellucian.
  - Payment archive.
    - Move balances that are 0 into archive table.
    - Currently testing; run at end of fiscal year.
    - Will need to discuss with Ngoc Nguyen.
4. Electronic Transfer of AP Score (Stephen Fletcher/Jerrick).
  - Testing automation process.
  - Sent encryption key to vendor.
  - 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.
  - Working on programming for student success checklist – started working on.
    - IR collects data for state.
    - Need timeline.
  - GPA calculation – working on.
    - Complete for migrated students before November 19, 2012.
    - Need schedule.
6. Data Requirements from SIS Legacy System:
  - Legacy sunset date – June 30, 2013; need data store when decommissioned.
  - Prior name overwrites new name in Banner when converted – affects 3,255 records (both colleges and central services).
  - Move corresponding holds to Banner from SIS.
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.
  - Testing new process in PRODN.
  - Adding WebLogic component.
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.
    - Received document types from Foothill Financial Aid.
  - De Anza data not populating and was populating before.
12. Degreeworks:
  - 4.1.0 in Production.
    - Counselors are still having problems saving Ed plan at De Anza.
  - 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.
      - Pilot group for texting will be Financial Aid.
      - Each college will have a limit of 20,000 text messages, including reply message.
14. Security:
  - Granting process – final written procedure.
    - Execute and post October 31, 2012.
  - Drafting email retention policy.
15. 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.