

# **Student Weekly Meeting Minutes**

**October 4, 2012, 8:00am-9:00am**

Attendees: Chien Shih, Angela Cabellero de Cordero, Tom Roza, Joe Lampo, Kathleen Moberg, Joan Pena-Ferrick, Jerrick Woo, Susan Malmgren, Bill Baldwin, Rachel Tai, Moaty Fayek and Kari Elliott (note taker).

## **Standing Agenda Items:**

1. Review list of projects Jerrick Woo and Xiaobin Li are working on.
  - Message telling students cannot drop because taking class a third time; more testing October 4, 2012-if successful move into Production.
    - Next phase – block 'W' by faculty and students.
  - Working on programming for student success checklist.
    - Specs reviewed; begin working on.
  - Pay Now button – will show cashiers new layout.
2. Data Requirements from SIS Legacy System:
  - Legacy sunset date – June 30, 2013; need data store when decommissioned.
  - Cleanup work completed by end of November.
  - Review at next week's meeting.
3. 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.
4. UC4 (Banner Agent):
  - Cannot run Banner job without Banner Agent.
5. Fall Registration:
  - 15,380 registered at Foothill.
  - 23,660 registered at De Anza.
  - Some issues with students unable to pay; communication breakdown between Touchnet and Banner.
    - Settlement reports not accurate.
    - Installed Java 1.6; currently testing in PRODN.
6. Grade Availability to Students:
  - Request from dean to make grades available to students as soon as faculty post grades; Grades were available immediately to students in old system.
  - More discussion needed on possible options.
    - Roll grades everyday using UC4.
    - Allow students to view grades with warning grades are not official until A & R office rolls grades.
    - Make schedule more prominent and send emails to remind faculty deadline for submitting grades.
  - Grade roll and ineligible drops is 2 separate processes.
  - Joe Moreau will bring request to Cabinet; may not be beneficial to students to implement.

6. BDMS:
  - Phase III: De Anza has microfiche records on CD, need to move into BDMS.
  - Changing to new scanning engine; will need to increase license count.
    - Change will not affect indexing.
7. Degreeworks:
  - 4.1 installed in Test; move into Production October 4, 2012.
    - Prep work had not been done correctly; have been fixing with Ellucian consultant.
    - 4.1 is buggy; 4.1.1 is not buggy and Ellucian consultant recommends implementing.
    - Has not been released yet; release date is for 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.
  - Degreeworks training October 2-4, 2012, Foothill, D270.
8. SARS/eSARS:
  - Objectives:
    - Phase I completed.
    - Begin Phase II.
      - Implement additional features including text messaging.
9. Security:
  - Granting process – writing procedure policy.
    - Finalize October 12, 2012.
    - Execute and post October 31, 2012.
10. Faculty Leave Reporting – Go Live February 2013.
  - Demo October 16<sup>th</sup> at Senior Staff.
  - Colleges will review week of November 13, 2012.
  - Foothill PE division (pilot test group) begins testing October 29, 2012.
15. Online Payments – better flow or make more obvious how to pay fees online.
  - Make Pay Here button bigger.
  - Reviewing internally.
17. Portal Redesign.
  - All marketing departments have approved.
  - Implementation date has not been set yet; need to implement before Winter registration begins.
18. Assessment needs to upload AP scores electronically.
  - 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.