

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 16th 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.