

## **Student Weekly Meeting Minutes**

### **September 1, 2011 8:00am-9:00am**

Attendees: Chien Shih, Joan Pena-Ferrick, Joe Lampo, Angela Caballero De Cordero, Tom Roza, Stephanie Franco, Kathleen Morberg, Shawna Aced, Jim Clow, Drake Lewis, Rachel Tai and Kari Elliott (note taker).

#### **Standing Agenda Items:**

1. CCCApply – High school students/issues with Financial Aid Students.
  - High school students; have strategy, waiting for Jerrick to return from vacation.
  - Financial Aid students can choose an Ed goal that is not an AA or transferable but can choose a major that is an AA or transferable; Banner does not match.
    - Cindy Castillo is checking with other schools for possible solution.
    - Can run an ARGOS report.
2. VMS Survey – who is using legacy system and why are they using it.
  - Drake is drafting survey to send out.
  - Send comments/suggestions to Drake.
3. Active Class Roster – Census Date Message, other enhancements.
4. Foothill Early Alert function in Faculty MyPortal.
  - Faculty notifying counselors when student is failing class.
5. Registration for Fall quarter:
  - 20,600 registered at De Anza.
  - 12,500 registered at Foothill.
  - No issues to report.
6. Class Finder Channel (Open Class/High Demand Channel)
  - Go Live – August 31, 2011.
7. Summer Grade Roll & Ineligible Processing:
  - Third round went well for both colleges.
  - Next round September 10, 2011 for De Anza; September 18, 2011 for Foothill.
    - Will monitor; do not anticipate any problems.
8. Faculty Association Mandate (stop registration when quarter starts):
  - First test September 12, 2011 at Foothill D270 in afternoon.
  - Review process and test results September 30, 2011.
9. A/R Upgrade Update:
  - Install in Production September 16, 2011.
10. BDMS:
  - Keep Hershey platform up & running; will need to back up database & archive.
  - Finalize user guide September 8, 2011.
  - Social security number not masked when scanning first time; software defect.
    - Have fix from another college to show last 5 digits of social security number.
    - Fix worked in PRODN.
    - Affects only BDMS table.
    - Tom will schedule to go into Production.

- Foothill still does not have view access.
  - List needs to be given to Bill; Shawna waiting for list from managers.
- Scanner at De Anza needs to be replaced.
  - Information regarding replacement has been given to Kathleen & Shawna.
- Long list of terms in drop down menu; would like to be able to type in term.
  - Still looking into; service request with SGHE
- Phase II – converting Foothill stored images; begin after Phase I is complete.
  - De Anza also has microfiche which need to be converted and stored.

#### 11. Degreeworks:

- Single sign on issues still unresolved.
  - Service request with SGHE Action Line.
  - Colleges need to stop using Degreeworks September 6, 2011; Tom will send message to colleges.
  - Degreeworks Production will be ready September 7, 2011; colleges will be able to log into Degreeworks directly.
- De Anza will go live October 19, 2011 for counselors, January 9, 2012 for students.
- Foothill will go live September 26, 2011 for counselors, January 9, 2012 for students.
- Schedule a demo September 8, 2011 during weekly meeting – **Demo will be in the SCS conference room (upstairs).**

#### 12. SARS/eSARS:

- Preliminary training schedule – first week of October.
  - Chien will email dates to colleges.
- Phase I – training and develop support structure for current platforms.
- Phase II – Simplify the current platform architecture.
  - Scope and schedule (TBD after phase I).

#### 13. Old Legacy Platform:

- Migrate by end of fiscal year.
- More discussion is needed to decide where data will go (1983-1999).

#### 14. High School Program:

- Need to integrate into CCCApply.
  - Testing in PRODN – going well.
  - Move into Production before October 1, 2011.

#### 15. Positive attendance hours & contract hours:

- Modify essentials and faculty roster – clearer instructions and list max hours.
  - Ready in August.
  - Foothill requested report for classes with positive attendance missing.

#### 16. Faculty notification when census is due (Active Class Roster) – Ready in August.

#### 17. Academic Standing:

- Next step – disqual program written to drop students.
  - Start after Jerrick returns from vacation.

#### 18. 1098ts:

- Recreate in ARGOS to match IRS fields; students will be able to get through SSB.

- Test late Fall.

19. Security Reports:

- Report does not include student employees – need to look into.
- Instructional Support – who manages security at colleges.
- A student employee who had been terminated was locked completely out of Banner; was still a student and could not login to register.

20. EcoPass – turn on September 1, 2011.

21. Credential Inc. Transcripts – go live beginning of September.

- Jim and Joe will be on call for support.

22. 3CMS/CMS catalog – pre-reqs not in Banner.

- Export relevant information for courses into Banner – both colleges agree.
- Go live early next year.

23. Cashier Office Daily Reports:

- Do not run every once in a while; rescheduled to run before 1:00am.

24. Student Tab:

- Give access to everyone.
- Class finder is available on Student, Faculty and General Tab; no longer need to give access to all.
- Further discussion in next MyPortal meeting.

25. Applied and Unapplied Process:

- Manual adjustment still needed.
- Meeting scheduled for September 7, 2011.