

Student Weekly Meeting Minutes

September 12, 2013, 8:00am-9:00am

Attendees: Chien Shih, Nazy Galoyan, Tom Roza, Henry Jung, Stephanie Franco, Rachel Tai, Joe Lampo, Bill Baldwin, Kathleen Moberg, Joan Pena-Ferrick, Veronica Aparicio, Kent McGee, Jerrick Woo, Angela Caballero de Cordero and Kari Elliott (note taker).

Standing Agenda Items:

1. Senior Cabinet at Foothill decided high school students will be exempt from all fees starting with Fall quarter 2013 (under 10 units) – moving forward, nothing in Board Policy to prevent it.
 - Create exception for high school students; automatically refunds students – currently testing.
 - If works, ARGOS report not needed.
 - De Anza has not made decision yet.
2. Dates for Summer (add, drop, refund and census reminders) Issues – affects 320 reporting.
 - Sometimes all fall on same date; happens mostly in Summer, affects other terms too.
 - Created new academic type – labor intensive.
 - Census has to be 20%; regulation cannot go over.
 - Recommend talking to John Mullen and auditors; clarify what auditors will accept.
3. 11g Conversion Issues.
 - Single sign-on for Mac users into INB does not work; patch works for operating systems 10.6 and newer, will apply patch when older Macs have been upgraded.
 - Tech services have begun replacing older Macs; finish by Opening Day.
4. Fall Registration Survey Issue.
 - Foothill students who submit survey defaults back to De Anza for registration; error message application not on file when trying to register; cannot recreate.
 - Affects small number of students.
 - Survey ends September 13, 2013.
5. Fall Registration.
 - 11,300 registered at Foothill.
 - 20,800 registered at De Anza.
 - Drop for nonpayment will be September 10th and September 13th for both colleges.
 - 2,250 students dropped.
6. Installment Plan/Pay to Stay Project.
 - Detail code needed to waive \$25 for Financial Aid students.
 - Cashiers will work with Finance.
 - Implement Pay to Stay policies Winter quarter.
 - How to handle cash payments? – Steering Committee has not decided yet.
7. ID Card/Printing Services Project.
 - ePRINTit go live September 23, 2013.
 - Print driver not ready for labs.
 - Schedule final test September 16, 2013, Foothill in the morning; De Anza in the afternoon.
 - Multicard.
 - Will have carding event at both campuses first week of school (week of September 23rd)
 - Ready for carding event at both campuses.

8. Open CCCApply – convert June 2014; begin early 2014.
 - Begin after September.
 - Ellucian integration will not be ready until next year.
 - International Students offices want to automate application process using app Santa Monica College developed.
9. Need to change enrollment priorities for Fall 2014.
 - Working on; test against Fall data in October.
10. Apply/Unapply Processing.
 - Will monitor first 2 weeks of Fall quarter.
11. Student Success Checklist – pending requestor certification.
 - Counselors will begin testing after Fall registration is complete – October.
12. BDMS:
 - Student records on microfilm, microfiche, old CDs; need way to access records.
 - Joe Lampo will follow-up.
13. Degreeworks:
 - Ed plan already approved missing – ticket with Action Line; lead developer at Ellucian working on.
 - When changing majors, Ed Plan disappears; 4.1.1 feature?
 - Old Ed Plan would not apply to new major, would need to start over.
 - Action Line item.
 - Have work around for finding missing Ed Plans.
 - 4.1.3 installed in DegreeWorks Test.
 - Ready to begin testing.
 - Need to standard operating procedure – involve counselors, Kent and Stephanie.
 - One day retreat has been scheduled for October 15, 2013, 9am-3pm, Foothill, D270.
14. Financial Aid Refunds Issue:
 - Change process - automate; updates to programming made – testing.
15. Session Timeout.
 - Same browser session open multiple times can cause issue with cookies.
 - Reports of clicking on Reports Tab in MyPortal and getting session expired.
16. Grades/Grade Roster.
 - Have warning message when submitting grades are missing; similar to positive attendance reporting.
17. Duplicate Email.
 - Student shares email with another student already in the system; gets put into suspense.
 - Have automatic email alerting student in suspense and to fix duplicate email.
 - Send during CCCApply processing; ask for Lee McDonald's help.
 - Clean up suspense file – Bill Baldwin.
18. Repeatability Issue.
 - Error message cannot take class in family but student did not take class yet; reported by 2 students at Foothill.
 - Student took class A twice when class could be taken multiple times and now wants to take class B in family.