

## **Student Weekly Meeting Minutes**

### **September 13, 2012, 8:00am-9:00am**

Attendees: Chien Shih, Joe Lampo, Stephanie Franco, Tom Roza, Drake Lewis, Lourdes Del Rio-Parent, Kathleen Moberg, Joan Pena-Ferrick, Veronica Aparacio, Kent McGee, Bill Baldwin, Susan Malmgren, Shawna Aced 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; ready to move into Production.
    - Students will have to confirm message read before leaving page.
    - Next phase – block ‘W’ by faculty and students.
  - Repeatability between colleges – students taking same class at both colleges.
    - Building equivalency table.
    - Add codes allow user to override repeatability rules; further investigation needed when Jerrick returns from vacation.
  - Working on programming for student success checklist.
    - Reviewing specs; begin when message and repeatability projects are completed.
2. Data Requirements from SIS Legacy System:
  - Legacy sunset date – June 30, 2013; need data store when decommissioned.
  - Continuing to move Course History; course work that was missed by 2010 SIS Plus migration to Banner – complete by September 2012; on target.
  - Cleanup work completed by end of November; ETS will write program to check for duplicates.
3. Census:
  - Auditors Report spec completed and colleges approved; need report completed by May 2013.
4. UC4 (Banner Agent):
  - Cannot run Banner job without Banner Agent.
5. Fall Registration:
  - 12,700 registered at Foothill.
  - 21,360 registered at De Anza.
  - Some issues with students unable to pay; communication breakdown between Touchnet and Banner.
    - Settlement reports not accurate.
6. Summer Grade Roll:
  - Foothill – next grade roll September 16, 2012.
  - De Anza – finish early October.
6. Grade Availability to Students:
  - Request from dean to make grades available to students as soon as faculty post grades; students should not have to wait until grade roll to get 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.
7. BDMS:
- Phase III: De Anza has microfiche records on CD, need to move into BDMS.
  - Met with Foothill Financial Aid.
8. Degreeworks:
- 4.1 not in Test yet – complete week of September 17<sup>th</sup>.
    - Tom will send advisory to Kent & Stephanie; will have in place for consultant visit.
    - 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.
  - Consultant scheduled to be onsite October 2-4, 2012.
9. SARS/eSARS:
- Objectives:
    - Provide text notification – phase II.
    - Convert Foothill STS tracking terminals – complete by September 24, 2012.
      - PSME lab installed – testing with Summer quarter data.
      - Training complete for Disabled Students and PSME.
    - Report requirements of colleges.
10. Security:
- Granting process – writing procedure policy.
    - Review draft at Core Meeting.
11. Faculty Leave Reporting – Go Live February 2013.
- Demo October 16<sup>th</sup> at Senior Staff.
  - Begin testing in Fall.
12. E-Transcripts:
- Colleges have meeting with Credentials to contract e-trans through Credentials.
15. Online Payments – better flow or make more obvious how to pay fees online.
- Make Pay Here button bigger.
  - When leaving registration page, direct to payment screen.
  - Reviewing internally.
16. Deans would like access to students email for sending out announcements.
- Report available on Reports Tab.
17. Portal Redesign.
- All marketing departments have approved.