

## **Student Weekly Meeting Minutes**

### **September 15, 2011 8:00am-9:00am**

Attendees: Chien Shih, Joan Pena-Ferrick, Joe Lampo, Tom Roza, Stephanie Franco, Kathleen Morberg, Shawna Aced, Drake Lewis, Matt Rapczynski, Kent McGee, Susan Malmgren, Veronica Aparicio, Rich Schroeder, Bill Baldwin, Jerrick Woo, Rachel Tai and Kari Elliott (note taker).

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

1. CCCApply – High school students/issues with Financial Aid Students.
  - High school students – in place for Winter quarter; assign restrictions in schedule.
    - Complete by middle of November – Jerrick/Jim.
  - 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.
  - Send comments/suggestions to Drake.
3. Active Class Roster – Census Date Message, other enhancements.
  - On schedule to go live before quarter starts.
4. Foothill Early Alert function in Faculty MyPortal – De Anza is interested also.
  - Faculty notifying counselors when student is failing class.
  - Current process is not effective and faculty do not use.
  - Future project – need to define scope; submit to ETS.
    - Chien will send request form to Kathleen & Shawna to start process.
5. Registration for Fall quarter:
  - 21,900 registered at De Anza.
  - 14,600 registered at Foothill.
  - Repeat issues at Foothill specifically with PE courses.
6. Open Class List:
  - Need to add disclaimer about classes with waitlist; does not factor in pending seats when calculating seat class and may not really be open.
7. Summer Grade Roll & Ineligible Processing:
  - Both colleges will do grade roll this weekend.
    - Will monitor; do not anticipate any problems.
    - Cannot automate until UC4 (Appworx) is implemented.
    - Colleges will need to document process.
8. Faculty Association Mandate (stop registration when quarter starts):
  - Testing has begun.
  - Review process and test results September 30, 2011.
9. A/R Upgrade Update:
  - Install in Production September 16, 2011; will bundle with CalB HR upgrade.
10. BDMS:
  - Keep Hershey platform up & running; will need to back up database & archive.

- Finalize user guide.
- Foothill still does not have view access.
  - List needs to be given to Bill; Shawna waiting for list from managers.
- Scanner for De Anza has been ordered; will give old scanner to Assessment.
- Setting of field size in query window has been resolved.
- 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.
- Localization; submitted to consultant.
  - Consultant reviewing; provide date completed.
- Pre-live demo in D270.
- Certifying for PROD; working on encryption.
  - Parallel updating after PROD is ready.
- 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.

12. SARS/eSARS:

- Confirmed training – week of October 10<sup>th</sup>.
- Phase I – training and develop support structure for current platforms.
- Phase II – Simplify the current platform architecture.
  - Scope and schedule (TBD after phase I).
- Phase III – Integrate into MyPortal; single sign on Fall 2012.

13. Old Legacy Platform:

- Migrate by end of fiscal year.
- Meeting setup to discuss conversion (1983-1999).

14. Positive attendance hours & contract hours:

- Modify essentials and faculty roster – clearer instructions and list max hours.
  - Mask late date attended before Fall grades are submitted.
  - Ready in August.

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

16. Academic Standing:

- Next step – disqual program written to drop students; Follow up with counselors.

17. 1098ts:

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

18. Security Reports:

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

19. 3CMS/CMS catalog – pre-reqs not in Banner.

- Go live early next year.

20. Cashier Office Daily Reports:

- Do not run every once in a while; rescheduled to run before 1:00am.
- Need to find out why report does not run.

21. Applied and Unapplied Process:

- Financial Aid back out of PELL grant causes issues.

22. 320 Report:

- Detail report & summary report to not match.
- Daily census is off.
- Have to re-certify.
- Review how resolved with P1 filing.