

Student Weekly Meeting Minutes

September 26, 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, Susan Malmgren, Kim Te and Kari Elliott (note taker).

Standing Agenda Items:

1. CCCApply Issue:
 - Reporting 9% of students declined to state ethnicity but actually checked unknown.
 - Need to check with Lee McDonald.
2. 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.
3. 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.
 - Recommend talking to John Mullen and auditors; clarify what auditors will accept.
4. 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; not completed yet.
5. Fall Registration.
 - 11,300 registered at Foothill.
 - 20,800 registered at De Anza.
6. Installment Plan/Pay to Stay Project.
 - Balances on student accounts & final balance not correct in TouchNet.
 - Like aid year currently checked, if unchecked would resolve but affects Financial Aid.
 - Implement Pay to Stay policies Winter quarter.
7. ID Card/Printing Services Project.
 - 500 students currently using.
8. Open CCCApply – convert June 2014; begin early 2014.
 - Begin after September.
 - Ellucian integration will not be ready until next year.
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.

- Louis Chen will be onsite again week of October 15th; waiting for confirmation.
 - Help implement new scan engine for A & R offices.
- 13. Degreeworks:
 - 4.1.3 installed in DegreeWorks Test.
 - Need to make changes to setup tables – more testing when changes made.
 - Ed Plans disappear when changing major but re-appear if major is changed back.
 - 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.
 - Changes made to send emails; test next week.
 - 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.
 - Four total in family but can take each one only once.
- 19. Pre-Req Issue reported by Foothill.
 - Student able to register for class with lower test score.
 - Another student dropped who met pre-req.
 - Not happening at De Anza.
- 20. Want to continue to notify students by text message for drop for nonpayment Winter quarter.