

Student Weekly Meeting Minutes

September 27, 2012, 8:00am-9:00am

Attendees: Chien Shih, Jerrick Woo, Drake Lewis, Tom Roza, Joe Lampo, Shawna Aced, Stephen Fletcher, Joan Pena-Ferrick, Moaty Fayek, Kent McGee, Kathleen Moberg, Veronica Aparicio, Susan Malmgren, Rachel Tai, Angela Cabellero de Cordero, Bill Baldwin 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.
 - Repeatability rules have been setup.
 - Working on programming for student success checklist.
 - Specs reviewed; begin working on.
2. Data Requirements from SIS Legacy System:
 - Legacy sunset date – June 30, 2013; need data store when decommissioned.
 - 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.
 - When census day is same the first day of class, should the census day be moved to next day?
 - Waiting for clarification from Chancellor’s office.
4. UC4 (Banner Agent):
 - Cannot run Banner job without Banner Agent.
5. Fall Registration:
 - 14,792 registered at Foothill.
 - 23,276 registered at De Anza.
 - Some issues with students unable to pay; communication breakdown between Touchnet and Banner.
 - Settlement reports not accurate.
6. Grade Availability to Students:
 - Request from dean to make grades available to students as soon as faculty post 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.

6. BDMS:
 - Phase III: De Anza has microfiche records on CD, need to move into BDMS.
 - Met with Foothill Financial Aid.
7. Degreeworks:
 - 4.1 installed in Test; cleaning up setup issues.
 - Will be ready for consultant visit week of October 1st.
 - 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.
 - Degreeworks training October 2-4, 2012, Foothill, D270.
8. SARS/eSARS:
 - Objectives:
 - Foothill STS tracking terminals have been converted.
 - Provide text notification – phase II.
 - Report requirements of colleges.
9. Security:
 - Granting process – writing procedure policy.
 - Core team will review one more time October 1, 2012.
 - Will be sent to cabinet for review next.
10. Faculty Leave Reporting – Go Live February 2013.
 - Demo October 16th at Senior Staff.
 - Begin testing in Fall.
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.
17. Portal Redesign.
 - All marketing departments have approved.
 - Implementation date has not been set yet; need to implement before Winter registration begins.
18. Assessment needs to upload AP scores electronically.
 - Encrypted text file.
 - Software provided by Education Testing Services.
 - Need to provide encryption key.