

Student Weekly Meeting Minutes

September 5, 2013, 8:00am-9:00am

Attendees: Jerrick Woo, Joan Pena-Ferrick, Veronica Aparicio, Nazy, Galoyan, Stephanie Franco, Tom Roza, Joe Lampo, Kent McGee, Henry Jung, Rachel Tai, Susan Malmgren, Bill Baldwin, Chien Shih, Angela Caballero de Cordero, Moaty Fayek 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.
 - Will need to issue refunds to students who have paid fees; need report to identify – Foothill provide specs for ARGOS report.
 - Setup changes will need to be made; use Middle College students as model.
 - De Anza will not be doing; colleges can have separate setups.
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.
 - Fixing census date; cannot touch part of term.
 - Sub calendar type (INB Form) can set dates; colleges testing.
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 end of Summer.
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.
5. Fall Registration.
 - 11,160 registered at Foothill.
 - 20,800 registered at De Anza.
 - Drop for nonpayment will be September 10th and September 13th for both colleges.
 - Send out text messages as well as emails to students at both colleges.
6. Installment Plan/Pay to Stay Project.
 - Implement Touchnet installment plan September 4, 2013 – both colleges.
 - No major problems reported.
 - One issue reported; student paid \$25 fee and next day \$25 payment was applied to the first installment.
 - 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.
 - Card production in place; ready for September 3rd go live.
 - De Anza has already begun producing; Foothill will start September 16, 2013.
 - 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.
 - Xap advisory – site will be down September 7, 2013, 10:00pm to September 8, 2013, 5:00am for maintenance.
 - Students will not be able to register during down time.
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.
 - ETS reviewing Louis Chen’s trip report internally.
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 install in DegreeWorks Test September 5, 2013.
 - Begin testing once installed.
 - Need to standard operating procedure – involve counselors, Kent and Stephanie.
 - One day retreat, series of workshops.
14. Financial Aid Refunds Issue:
- Change process - automate; updates to programming made, test next week.
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.