

Student Weekly Meeting Minutes

September 6, 2012, 8:00am-9:00am

Attendees: Chien Shih, Drake Lewis, Susan Malmgren, Tom Roza, Joe Lampo, Kathleen Moberg, Veronica Aparacio, Bill Baldwin, Rachel Tai, Moaty Fayek, Kent McGee and Kari Elliott (note taker).

3CBG Conference:

September 18, 2012, 8:30am-5:00pm, at the Hilton Newark/Fremont, 39900 Balentine Dr, Newark, CA 94560.

- FHDA will do 2 presentations: FLAC module & DegreeWorks Implementation.

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; testing in TSTHRs.
 - Students will have to confirm message read before leaving page.
 - Repeatability between colleges – students taking same class at both colleges.
 - Equivalency table will prevent from happening; colleges cannot always agree on equivalents.
 - 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.
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.
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:
 - 11,790 registered at Foothill.
 - 20,360 registered at De Anza.
 - Both colleges will drop for nonpayment.
 - September 7th, September 14th
 - 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 9, 2012.
 - De Anza – next grade roll September 7, 2012.
7. BDMS:
 - Phase III: De Anza has microfiche records on CD, need to move into BDMS.
 - Foothill Disable Students department has been trained and are scanning; have not begun indexing yet.

- De Anza counseling department is next; not urgent.
 - Instructor class list cannot load in Faculty Cabinet – has been fixed.
8. Degreeworks:
- 4.1 not in Test yet.
 - 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 – Kent will follow up with San Mateo College.
 - Will have consultant review when onsite.
 - Requested consultant help for two days for technical trouble shooting.
 - Consultant scheduled to be onsite October 2-4, 2012.
9. SARS/eSARS:
- Objectives:
 - Provide text notification.
 - Convert Foothill STS tracking terminals – complete by September 24, 2012.
 - Report requirements of colleges.
10. Security:
- Granting process – writing procedure policy.
 - Review draft at Core Meeting.
 - Gigi Gallagher & Cynthia Smith have requested anyone with access to SIAINST form be removed.
 - Discuss further at Core meeting.
11. Faculty Leave Reporting – Go Live February 2013.
- Demo October 16th at Senior Staff.
 - Begin testing in Fall.
12. E-Transcripts:
- Join initiative with Xap.
 - 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.
 - Change has been made to allow more students to pay simultaneously – monitor during September 7th drop for nonpayment.
16. Deans would like access to students email for sending out announcements.
- New specs completed; working on finalizing report.
17. Portal Redesign.
- Suggestion made to have students review.
 - Foothill and District office marketing departments have already approved; waiting for approval from De Anza marketing office.