

Student Weekly Meeting Minutes

October 20, 2011 8:00am-9:00am

Attendees: Chien Shih, Joan Pena-Ferrick, Joe Lampo, Tom Roza, Susan Malmgren, Veronica Aparicio, Bill Baldwin, Rachel Tai, Pat Fifield, Drake Lewis, Shawna Aced, Jerrick Woo, Matt Rapczynski, Kathleen Moberg 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.
 - Have a pop up message for continuing students to verify major is correct.
 - Need to synchronize ed goal with major; students can choose an ed goal that does not match their major.
2. VMS Survey – who is using legacy system and why are they using it.
 - Andrew LaManque still compiling.
3. Grade Roll & Ineligible Processing:
 - Looking into running during normal business hours – Tom is working on.
4. Faculty Association Mandate (stop registration when quarter starts):
 - Review impact statement.
 - Decide whether to wait to implement in Spring quarter because of work load – Degreeworks go live January 9, 2012 for students.
 - List all negative impacts.
 - Make Faculty Association responsible for communication of change & training of faculty and students.
5. BDMS:
 - De Anza's scanner is scheduled to be delivered October 13, 2011
 - Keep Hershey platform up & running; will need to back up database & archive.
 - Finalize user guide.
 - 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.
6. Degreeworks:
 - Colleges will go live January 9, 2012 for students.
 - Licensing issue to use ARGOS reports.
7. SARS/eSARS:
 - Phase II – Simplify the current platform architecture.
 - Scope and schedule (TBD after phase I).
 - Phase III – Integrate into MyPortal; single sign on Fall 2012.
8. Old Legacy Platform:
 - Migrate by end of fiscal year.
 - Meeting setup to discuss conversion (1983-1999).

9. Academic Standing:
 - Next step – disqual program written to drop students; Follow up with counselors.
10. 1098ts:
 - Recreate in ARGOS to match IRS fields; students will be able to get through SSB.
 - Test late Fall.
11. 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.
12. Security General C Class:
 - Move into groups gradually.
 - Move from INB to dashboard.
 - Isolate faculty in INB.
 - Delete accounts no longer being used instead of locking.
 - Causes issues for students in INB.
 - Financial Aid handles student employees – need trigger when students change positions.
13. 3CMS/CMS catalog – pre-reqs not in Banner.
 - Go live early next year.
14. Cashier Office Daily Reports:
 - Does not run every once in a while; Need to find out why report does not run.
 - Reconciliation with Touchnet still has imbalance.
 - \$168 at De Anza; \$4,000 at Foothill.
15. Applied and Unapplied Process:
 - Balance not stored in Banner; re-calculates student balance in real time.
 - Working with Financial Aid office.
16. Cashier Office – Financial Aid Disbursements:
 - 8 step process; run first 4 steps in cron job at night.
 - Process students missed day after.
 - Last 4 steps more complicated.
 - Manually exclude students with issues.
17. Fees incorrect when student drop courses online.
18. 320 Report:
 - Detail report & summary report to not match.
 - Review how resolved with P1 filing.
 - Meeting scheduled with John Mummert & Andrew LaManque.