

## **Student Weekly Meeting Minutes**

**October 27, 2011 8:00am-9:00am**

Attendees: Chien Shih, Joan Pena-Ferrick, Tom Roza, Susan Malmgren, Veronica Aparicio, Bill Baldwin, Pat Fifield, Drake Lewis, Shawna Aced, Jerrick Woo, Kathleen Moberg, Laureen Balducci, Stephanie Franco, Angela Caballero de Cordero 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; completed.
  - 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.
  - CCCApply has inaccurate High School codes – affects MIS reporting.
    - Andrew LaManque is aware of issue.
  - Need data field for date student entered California.
    - Shawna will send request to Joe.
2. VMS Survey – who is using legacy system and why are they using it.
  - Deadline to submit survey October 28, 2011.
  - Andrew will finish compiling next week.
  - Begin meeting with teams after results are reviewed.
  - Migrate by end of fiscal year.
3. Grade Roll & Ineligible Processing:
  - Plan to automate – Tom is working with colleges to document process.
  - Phase I – software platform up & running.
  - Phase II – training, starting end of January 2012 for technical staff.
  - Phase III – gradual go live – February 2012.
4. Faculty Association Mandate (stop registration when quarter starts):
  - Review impact statement.
    - Chien will revise and send out to team members October 28, 2011.
    - Will present final document to Steering Committee November 1, 2011.
    - Have to implement Winter quarter.
    - Waitlist issue needs to be noted in faculty instructions.
    - Send document to deans after Steering Committee reviews.
5. BDMS:
  - De Anza's scanner has been installed.
  - 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.
    - Collecting student IDs of pilot test group.
    - Will add a Degreeworks channel to Student Tab.
    - Add a help form similar to webreg form.
  - 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. Academic Standing:
- Next step – disqual program written to drop students; Follow up with counselors.
9. 1098ts:
- Recreate in ARGOS to match IRS fields; students will be able to get through SSB; test late Fall.
10. Security General C Class:
- Bill locked accounts without a current assignment; had to put some back because they did have current assignments.
  - Remove faculty who are not in a security class.
  - Delete accounts no longer being used instead of locking.
    - Causes issues for students in INB.
  - Backup for Kathleen Moberg is Joan Pena-Ferrick (De Anza).
  - Backup for Shawna Aced is Henry Jung (Foothill).
  - Financial Aid handles student employees – need trigger when students change positions.
11. 3CMS/CMS catalog – pre-reqs not in Banner.
- Go live early next year.
12. 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.
13. Applied and Unapplied Process:
- Balance not stored in Banner; re-calculates student balance in real time.
  - Working with Financial Aid office.
14. Cashier Office – Financial Aid Disbursements:
- Meeting October 28, 2011 to discuss automation.
  - Begin testing purge function next week in PRODN.
  - May need to change business practices and processes.
15. Fees incorrect when student drop courses online.
16. 320 Report:
- Detail report & summary report to not match.
  - Meeting scheduled with John Mummert & Andrew LaManque.