Student Weekly Meeting Minutes
October 6, 2011 8:00am-9:00am

Attendees: Chien Shih, Joan Pena-Ferrick, Joe Lampo, Tom Roza, Stephanie Franco, Kathleen Morberg, Kent McGee, Susan Malmgren, Veronica Aparicio, Bill Baldwin, Rachel Tai, Pat Fifield, 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.
     - Complete by middle of November – Jerrick/Jim.
   - Financial Aid students can choose an Ed goal that is not an AA or transferable but can choose a major that is an AA or transferable; Banner does not match.
     - Cindy Castillo is checking with other schools for possible solution.
2. VMS Survey – who is using legacy system and why are they using it.
   - Send comments/suggestions to Drake.
3. Registration for Fall quarter:
   - 21,900 registered at De Anza.
   - 14,600 registered at Foothill.
4. Open Class List:
   - Need to add disclaimer about classes with waitlist; does not factor in pending seats when calculating seat class and may not really be open.
5. Grade Roll & Ineligible Processing:
   - Foothill has requested ETS run in background to stop the need to run off hours.
   - Grade roll can be run without too much checking and reviewing.
   - Automate and streamline where ETS can.
     - Technical limitations if ran during regular business hours – record locking.
   - Tom working with colleges to document process.
6. Faculty Association Mandate (stop registration when quarter starts):
   - Testing completed – test results handout.
     - Review results and discuss at next meeting.
   - Students on waitlist who doesn't enroll on time will be dropped from waitlist.
   - Change mid-stream may negatively affect registration.
     - Students and faculty are use to the current Banner process.
7. BDMS:
   - 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.
8. Degreeworks:
   - Colleges will go live January 9, 2012 for students.

9. SARS/eSARS:
    - Phase I – training and develop support structure for current platforms.
    - Phase II – Simplify the current platform architecture.
        - Scope and schedule (TBD after phase I).
    - Phase III – Integrate into MyPortal; single sign on Fall 2012.
10. Old Legacy Platform:
    - Migrate by end of fiscal year.
    - Meeting setup to discuss conversion (1983-1999).
11. Academic Standing:
    - Next step – disqual program written to drop students; Follow up with counselors.
12. 1098ts:
    - Recreate in ARGOS to match IRS fields; students will be able to get through SSB.
    - Test late Fall.
13. 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.
14. 3CMS/CMS catalog – pre-reqs not in Banner.
    - Go live early next year.
15. Cashier Office Daily Reports:
    - Does not run every once in a while; Need to find out why report does not run.
16. Applied and Unapplied Process:
    - Balance not stored in Banner; re-calculates student balance in real time.
    - Worked fine until Financial Aid disbursement in January.
    - Resolved issue but problem happened again in June.
        - Financial aid cannot cross fiscal years – cannot pay prior year's balance.
    - Financial Aid has automated process; other colleges' process is manual.
        - Not possible due to staffing issues.
    - More discussion needed and need to include the Financial Aid Offices.
17. 320 Report:
    - Detail report & summary report to not match.
    - Review how resolved with P1 filing.