

Student Weekly Meeting Minutes

July 11, 2013, 8:00am-9:00am

Attendees: Chien Shih, Nazy Galoyan, Stephanie Franco, Tom Roza, Joe Lampo, Matt Rapczynski, Mark Fu, Veronica Aparicio, Rachel Tai, Jerrick Woo, Joan Pena-Ferrick, Kathleen Moberg, Henry Jung, Susan Malmgren, Bill Baldwin and Kari Elliott (note taker).

Standing Agenda Items:

1. Open Class Finder Issue – Judy Baker at Foothill reported issue.
 - Status open but class is not really open, class if full but waitlist is zero.
 - Change name to Class Finder to avoid confusion.
 - Remove classes from list if enrollment period has passed.
2. Dates for Summer (add, drop, refund and census reminders) Issues.
 - Dates are incorrect, instructors cannot drop.
 - Sometimes all fall on same date.
 - Setup issue – define class.
 - Test with dailies in regular quarter.
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 will identify and begin replacement mid-July.
4. Summer Registration.
 - 13,700 registered at De Anza.
 - 9,800 registered at Foothill.
 - Date to register tickets created for Fall quarter.
5. Block online enrollments for students living in 5 states charging licensing fee to out of state school residents take online classes when uploading from CCCApply.
 - Testing in PRODN; need to certify.
6. Installment Plan/Pay to Stay Project.
 - Implement Touchnet installment plan August 22, 2013.
 - Working on single sign-on.
 - Schedule training week of July 11, 2013; remote WebEx.
 - Begin rolling drops September 1st until first day of school – Steering Committee.
 - Installment plan fee – still in discussion – Steering Committee.
 - Steering Committee has not made any decisions yet.
 - Implement Pay to Stay policies Winter quarter.
7. ID Card/Printing Services Project.
 - Separate printing services from Capture Card/implement new printing services – September 3, 2013.
 - August 9, 2013 – cut off GoPrint to students; need to communicate to students.
 - Printers on order; colleges have finalized printer deployment locations.
 - Printers should arrive after 4th of July holiday.

- Need to install print driver on computers in all labs.
 - Pilot printing and new ID cards at both colleges in July 22, 2013; will have a second pilot test August 12, 2013.
- Multicard chosen by ETAC and selection committees.
 - New equipment, cameras, printers in place by September 1, 2013.
- 8. Open CCCApply – convert June 2014; begin early 2014.
 - Begin after September.
 - International Students offices want to automate application process; currently use paper application and enter info manually.
 - Use Xap until CCCApply version is ready.
 - Demo of Xap module from Grossmont College.
- 9. Need to change enrollment priorities for Fall 2014.
 - Test against Fall quarter data; October 2013.
 - Need to communicate change to students end of this academic year.
- 10. Apply/Unapply Processing time issue – nightly batch run taking longer to run.
 - Still not satisfied with run time; does finish on time.
 - Still looking for ways to improve TGRAPPLY.
 - TouchNet re-calc for installment plan will need to be run at a certain time.
- 11. Student Success Checklist – Summer 2013.
 - Currently testing.
 - High School students after 1989 began earning college credit; need report to find students with college credit.
- 12. BDMS:
 - Student records on microfilm, microfiche, old CDs; need way to access records.
 - Joe Lampo will follow-up.
 - Foothill Disabled Students will demo for District Office.
- 13. Counselors would like placement score view added to dashboard; complete when new dashboard is available, Summer 2013.
- 14. Degreeworks:
 - Ed plan already approved missing – ticket with Action Line; lead developer at Ellucian working on.
 - Install 4.1.1 in test instance July 2, 2013 and begin testing.
 - GPA calc tab – getting error for term calculator; fix from Action Line did not work; updated ticket.
 - Fixed at both campuses.
 - When former students return after a lapse in registration, CCCApply will pull in old term (when first registered) and students cannot get into DegreeWorks – fix in Production.
 - When changes are made in setup, need to restart Tomcat server; cannot get into test environment unless done.
 - Asking Ellucian for a way to automate.
- 15. Financial Aid Refunds Issue:
 - Change process - automate; labor intensive, may need consultant help.
- 16. Repeatability needs to be removed from all courses (State mandate) – effective Fall 2013.
 - 29 families need to be built; 5 built so far for both colleges.
 - If tested properly, will test results be the same for remaining families?

- Foothill equivalencies built in Production, not in test environment.
- Problem with reading terms; need help from Action Line.
 - Possible work around – use Foothill term code.
 - Will use Foothill Fall quarter term to create courses for families..
 - Will need to run reports and drop manually.
- CALB Student 8.7 – in Production August 2, 2013.
 - Will not be able to thoroughly test before moving into Production due to staffing issues.
 - Will need reports to fix errors.

17. Registration Survey – Institutional Research request.

- Force students to answer 2 survey questions when registering in Luminis.
- In PRODN, ready for testing.
 - Survey works; will disappear after student fills out and will not re-appear.
 - Registered students only; will have to link to add/drop screens and registration.