

## Student Weekly Meeting Minutes

July 18, 2013, 8:00am-9:00am

**Attendees:** Chien Shih, Lisa Mandy, Susan Bloom, Cori Nunez, Jean McCarron, Joan Pena-Ferrick, Stephanie Franco, Tom Roza, Joe Lampo, Henry Jung, Veronica Aparicio, Kent McGee, Mark Fu, Susan Mamlgren, Kathleen Moberg, Rachel Tai and Kari Elliott (note taker).

### Standing Agenda Items:

1. Open Class Finder Issue – Judy Baker at Foothill reported issue.
  - Has been fixed; Judy Baker certified.
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 have begun replacing older Macs; finish end of July.
4. Fall Registration.
  - 280 registered at Foothill.
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 done; certified.
6. Installment Plan/Pay to Stay Project.
  - Implement Touchnet installment plan August 22, 2013.
    - Working on single sign-on.
    - TouchNet will install LDAP Connect on their side; ready to test in 2 weeks.
  - Begin rolling drops September 1<sup>st</sup> until first day of school – Steering Committee.
  - Installment plan fee – still in discussion – Steering Committee.
  - Pending Financial Aid exempt from drops – Steering Committee.
    - Recommend Lisa Mandy, new Financial Aid director at De Anza explain risks to upper management.
  - Steering Committee has not made any decisions yet; meeting scheduled July 23, 2013.
  - 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.
    - Need to install print driver on computers in all labs.
      - Pilot printing and new ID cards at both colleges in July 22, 2013. Internal testing – July 22, 2013.
      - Student pilot testing – July 23, 2013, De Anza in the morning, Foothill in the afternoon.

- 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.
  - Begin programming July 22, 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; some issues.
  - Will start with Fall 2013.
  - 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.
    - Finish setup for Ed Plan 4.1.1 test instance July 18, 2013.
    - Have work around for finding missing Ed Plans.
- 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.
  - De Anza has finished testing; Foothill still testing.
    - Will need exception run report created to fix errors.
  - Can begin entering families into Production after August 2, 2013.
  - CALB Student 8.7 – in Production August 2, 2013.
    - Will not be able to thoroughly test before moving into Production due to staffing issues.
- 17. Registration Survey – Institutional Research request.
  - Force students to answer 2 survey questions when registering in Luminis.
  - Completed – in Production.