SARS Phase II Meeting Minutes
December 11, 2012 1pm -2 pm

Attendees: Chien Shih, Jerrick Woo, Susan Malmgren, Tom Roza, Pat Dowling, Olivia Patlan, Jorge Rodriguez and Kari Elliott (note taker).

<u>SARS Phase II Objectives</u>

- Install SARS message and texting option
- Replace Foothill P/E division Red Canyon with SARS TRAK
- Review and improve De Anza Student Success Center installation
- Clean up applications and users list of installed SARS components at both colleges
- Additional Departments to be on eSARS/SARS
  - De Anza Transfer Center
  - De Anza Student Success Center
  - De Anza Student Success Retention Services-SARSTrak
- Install eAdvising and pilot testing with one division

<u>SARS Project web site – Website will be updated weekly.</u>

http://ets.fhda.edu/sars

<u>Progress report</u>

- Texting and SARS Message installation 10/31/2012 – completed.
  - Incorrect format of uploading file has been fixed.
  - Batch testing using uploaded file; need report for opt out option.
    - Report not available from SARS until after January 1, 2013.
    - First message received will have link to opt out; stored somewhere in SARS, need to know where.
  - Proceed with testing text messages.
  - Meet with users (De Anza Financial Aid) December 12, 2012.
- Kiosk Installation:
  - Foothill P/E; 1 kiosk needed.
    - New kiosk and application ready; install December 11, 2012
  - DA Student Success Retention Services.
    - Completed.
  - DA Student Success Center (L73A)
    - Service request with Facilities to move power.
    - Requesting additional kiosk.
  - Tutorial Center is requesting 3 additional kiosks (includes L73A request) to help manage lines; will need to put in ticket with Call Center.
- De Anza Tutorial Center needs to track tutor hours.
  - Can use SARS to track tutor hours.
  - Tutors can log in and out in SARS; can run report to see hours worked.
  - Tutors can choose reason code for type of tutor.
  - Eventually can reconcile with Banner Web Time Entry timesheet.
- eAdvising installation 10/31/2012
  - DA Counseling department will be pilot department; Foothill will not be using.

- o Put into MyPortal on student tab.
  - o Waiting for list of counselors for testing for Counseling department.
- De Anza Transfer Center – eSARS implementation.
  - o Meeting next week to create specs.
- Reporting Issues Update.
  - o Tutoring Center needs report to show reason for using lab.
    - New reports will be available in new release from vendor, early next year, 2013.
- CHAT Issues.
  - o CHAT working for GRID; confirmed.
  - o CHAT is not working with TRAK.
    - May be a directory location issue; need to test.
    - Jorge Rodriquez will test.
- Met with college web teams December 5, 2012.
  - o ETS will maintain SARS; changes and modifications requests will need to go to.
  - o Will provide link to colleges.
  - o Define procedure – web teams agreed with procedure.

Next key milestones
1. Implement eSARS for DA Transfer Center.
2. De Anza Student Success Center Tutorial implementation.
3. eAdvising with De Anza counseling department.