SARS Phase II Meeting Minutes
December 18, 2012 1pm -2 pm

Attendees: Chien Shih, Susan Malmgren, Tom Roza, Olivia Patlan, Jorge Rodriguez, Melissa Aguilar, Pat Dowling, Angela Cabellero de Cordero and Kari Elliott (note taker).

SARS Phase II Objectives
- 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

SARS Project web site – Website will be updated weekly.
http://ets.fhda.edu/sars

Progress report
- Texting and SARS Message installation 10/31/2012 – completed.
    - Need smaller population to test sending text messages.
    - Identified what message to send out first week of school to De Anza Financial Aid students.
    - Will send text to 4,000-5,000 students.
    - Implement with GRID.
    - Foothill uses CALL which will be replaced with Message.
- Kiosk Installation:
    - Foothill P/E; 1 kiosk needed.
        - New kiosk installed.
        - Train users first week of school.
        - Susan finishing documentation.
    - DA Student Success Retention Services.
        - Completed.
    - DA Student Success Center (L73A)
        - Service request with Facilities to move power.
        - Using extension cords until service request is filled.
        - Have installed 2 kiosks.
    - Tutorial Center is requesting additional kiosks to help manage lines; have put in ticket with Call Center.
        - 107 (in library) needs kiosk for drop in queue.
        - S43 (Math /Science) needs one more kiosk; already have one.
        - S43 currently uses an extension cord and Wi-Fi; need to open work order with Plant Services to get power and Call Center for network drop.
- De Anza Tutorial Center needs to track tutor hours.

- o SARS will not meet the requirements for tracking tutors with multiple funding sources.
  - o Have an internal tracking program for tracking by funding sources to use instead.
- eAdvising installation 10/31/2012
  - o DA Counseling department will be pilot department; Foothill will not be using.
  - o Put into MyPortal on student tab.
  - o Received list of counselors for testing for Counseling department.
  - o Sends email to student when question has been answered to log back in; Ryan Anthony setting up email relay December 18, 2012; test in afternoon.
- De Anza Transfer Center – eSARS implementation.
  - o Testing going well; need to decide where to put link.
- Reporting Issues Update.
  - o Not satisfied with CSV reports.
  - o PDF formatted reports need to have corresponding CSV report.
  - o Install fix for raw data December 18, 2012; should fix inconsistencies with numbers, colleges will verify.
  - o New reports will be available in new release from vendor, early next year, 2013.
- CHAT Issues.
  - o Run from Yosemite server; lock down station.
  - o Close to solution.
- 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.