SARS Phase II Meeting Minutes
February 12, 2013 1pm -2 pm

Attendees: Chien Shih, Pat Dowling, Susan Malmgren, Suzanne Yamada, Tom Roza, Melissa Aguilar and Kari Elliott (note taker).

SARS Phase II Objectives

- Install SARS message and texting option.
- Replace Foothill KA (Kinesiology & Athletics) 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.
  - Susan will give lists to Kari for cleanup; users will be given an expiration date instead of being deleted.
- 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.
  - Replace CALL with Messaging.
    - Susan will work with Suzanne Yamada at Foothill counseling department.
    - Have in place by end of March.
    - Foothill Transfer Center also uses CALL; need to replace with Messaging.
  - Students must opt out for each department sending messages – specs have been written – Jerrick complete end of week.
  - Students who opt out need to be recorded in Banner.
- Kiosk Installation:
  - DA Student Success Center (L73A)
    - Service request with Facilities to move power.
    - Using extension cords until service request is filled.
    - Have installed 2 kiosks; one does not have internet, need to create ticket with Call Center – completed.
  - Tutorial Center is requesting additional kiosks to help manage lines; have put in ticket with Call Center.
    - 107 (in library) Have kiosk for drop in queue, needs internet connectivity; open ticket with Call Center – completed.
    - S43 (Math /Science) needs one more kiosk; already have one, open ticket with Call Center.
    - 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.

- eAdvising installation 10/31/2012
  - Meet with De Anza Counseling department February 14, 2013.
  - Foothill may adopt pending how well it works for De Anza.
  - Put into MyPortal on student tab.
  - May not do; have not received feedback from De Anza yet.
- De Anza Transfer Center – eSARS implementation.
  - Testing going well; need to decide where to put link.
- Reporting Issues Update.
  - Not satisfied with CSV reports; still has not been resolved.
  - PDF formatted reports need to have corresponding CSV report.
  - Install fix for raw data December 18, 2012; should fix inconsistencies with numbers, colleges will verify.
  - New reports will be available in new release from vendor, early 2013.
- Foothill Transfer Center.
  - Appointments not showing up with college reps.
- De Anza Tutorial Center – installed GRID.
  - Work with Foothill PSME to request specific tutor when logging in.
  - Using for drop-in appointments.

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.