

SARS Phase II Meeting Minutes

January 22, 2013 1pm -2 pm

Attendees: Chien Shih, Susan Malmgren, Tom Roza, Jerrick Woo, Kevin Harral 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

- Foothill PE Fitness Center.
 - Need to setup remote desktop with generic accounts for instructors to see who is logged in (computer behind desk).
 - Need to block students from logging in between 12pm-4pm when center is closed; doors are not locked because classes are still going on.
- Texting and SARS Message.
 - A & R office will send out text message reminding students to pay.
 - Sent 3,428 messages warning students may be dropped for nonpayment.
 - About 12 opt out messages were wrong numbers or not students; Susan will forward list to Jerrick to check.
 - Counseling will also use to remind students of appointments.
 - Students must opt out for each department sending messages – specs have been written.
 - 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.
 - 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; open ticket with Call Center.
 - 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.
- De Anza Tutorial Center needs to track tutor hours.
 - SARS will not meet the requirements for tracking tutors with multiple funding sources.
 - Have an internal tracking program for tracking by funding sources to use instead.
- eAdvising installation 10/31/2012
 - DA Counseling department will be pilot department; Foothill will not be using.
 - Put into MyPortal on student tab.
 - Meeting with De Anza Counseling week of January 28, 2013.
- 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 next year, 2013.

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.