SARS Phase II Meeting Minutes
January 29, 2013 1pm -2 pm

Attendees: Chien Shih, Pat Dowling, Susan Malmgren, Suzanne Yamada, Tom Roza, Jerrick Woo 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.
  - 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
- Foothill PE Fitness Center – completed.
- Texting and SARS Message.
  - Have sent out two batch texts.
    - Need to have consultant onsite to train users on texting on GRID.
  - 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.
  - 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.
    - 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
  - DA Counseling department will be pilot department; Foothill will not be using.
  - 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 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.