

Foothill/STS SARS TRAK Conversion Weekly Meeting Minutes

September 26, 2012, 1:00pm-2:00pm

Attendees: Chien Shih, Jerrick Woo, Susan Malmgren, Teresa Ong and Kari Elliott (note taker).

Phase I:

- Replace STS with SARS TRAK at Foothill by September 24, 2012.

Phase II:

- Revisit De Anza implementation.
- Implement texting option.

Issues:

1. PSME has an issue with flag; will be set by Thursday, September 27, 2012.
 - Would like to see who is waiting to see tutor; will be part of Phase II.
 - Part of SARS GRID.
2. SARS will create separate category to enter part-time faculty as tutors.
 - Work around – enter manually.
 - Lori will email spreadsheet to Susan of all tutors who will forward to SARS.
 - Will put filter on Tutor button to prevent students from choosing.
3. All other labs are working fine; no problems reported.
 - Tutoring Center has classes setup; will email list of tutors next week.
 - Pass The Torch will go live next week.
 - Need staff, student and leaders button; will need list of leaders to put on filter to prevent students from selecting, provide next week.
 - DSS has no problems with students logging in; have not looked at reports yet.

Take Away Items:

1. DSS would like to add an offsite kiosk for veterans.
 - Have classes taught offsite with positive attendance; currently using a paper sign-in sheet.
2. Meet again October 9, 2012, from 11:45am-12:15pm for round table, ISC Conference Room 3617.