

Foothill/STS SARS TRAK Conversion Weekly Meeting Minutes

September 25, 2012, 1:00pm-2:00pm

Attendees: Chien Shih, Lori Silverman, Jerrick Woo, Kam Chedid, Susan Malmgren, John Vandercook, Peter Murray 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.
 - Waitlist will be part of Phase II.
2. Have Jim Doty at SARS create separate category to enter part-time faculty as tutors.
 - Work around – enter manually.
3. All other labs are working fine; no problems reported.
4. PSME would like students to pick one reason and one class.
 - Students can check multiple reasons and one class; students can also choose a class and no reason.
 - With multiple selections checked in Admin students can check multiple reasons and one class.
 - Need to know how hours are reported when multiple reasons are checked.
 - Send sample report from STS to SARS.
 - Can change buttons when students log in to include reasons; student will only be able to select one before moving to next screen. The next screen will allow students to choose 1 class.

Take Away Items:

1. Lori will email sample report to SARS.
2. Lori will make changes to buttons in login screen.