

# Foothill/STS SARS TRAK Conversion Kick Off Meeting Minutes

**August 29, 2012, 1:00pm-3:30pm**

Attendees: Chien Shih, Peter Murray, Lori Silverman, Mario Ramos, Teresa Ong, Margo Dobbins, Kurt Hueg, Jerrick Woo, Joe Lampo, Ron Rayas, Lauren Balducci, Sharon Luciw, John Vandercook, Jim Doty (SARS) 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.

## SARS TRAK Demo – Jim Doty:

- Check in/checkout capability, default for not checkout can be set by department.
- Check in for appointments or make future appointments.
- Can filter database (reporting).
- Speech capable.
- Able to track perspective students (not enrolled at Foothill, Adaptive Learning would use this). FH department discussed to use this to track internal productivity.
- Reports – can restrict who has access to run.
  - Jim Doty will help with cleaning up social security numbers out of database.
  - ETS connect the ARGOS to SARS database, Jerrick is working on a sample ARGOS report from SARS.

## Take Away Items:

1. Jim Doty will begin cleaning up database, removing social security numbers.
2. Users will bring back completed setup checklists to next meeting, September 5, 2012,
3. Begin loading Summer data for testing purposes; refresh for Fall using Fall data.
4. Review ARGOS report from SARS after Jerrick back from vacation (September 17)