

## Student Weekly Meeting Minutes

July 28, 2011 8:00am-9:00am

Attendees: Chien Shih, Bill Baldwin, Joan Pena-Ferrick, Joe Lampo, Susan Malmgren, Becca Levin, Angela Caballero De Cordero, Pat Fifield, Rich Schroeder, Henry Jung, Tom Roza, Larueen Balducci, Drake Lewis, and Kari Elliott (note taker).

1. Registration for Fall quarter:
  - 15,100 registered at De Anza.
  - 3,200 registered at Foothill.
  - No issues to report.
2. Summer Grade Roll & Ineligible Processing:
  - De Anza:
    - 1<sup>st</sup> grade roll August 6<sup>th</sup> at 8am (may also do Spring 2011 grade roll if received most of missing Spring grades).
    - 2<sup>nd</sup> grade roll August 13<sup>th</sup> (start time TBD depending on drop for nonpayment.
3. Faculty Association Mandate (stop registration when quarter starts):
  - First test September 12, 2011.
  - Change in policy – joint campaign to students.
  - Secondary backup plan – test 1 more time before Winter quarter.
  - Need to report any problems right away to Chien to be reported to Steering Committee.
  - Will distribute draft plan to team for review.
4. Delay Advancement Upgrade from August 12<sup>th</sup> to August 19<sup>th</sup>:
  - Additional patches have been added to Payroll upgrade, creating a need for a bigger outage window to do all upgrades.
  - Advancement upgrade needs a 3 hour window.
  - Chien suggested removing backup from installation process to free up time; Oracle database can backup live, does not need to be down.
5. BDMS:
  - Testing found exposed social security numbers.
  - Need to limit access to SPAIDEN.
    - How many have access now.
    - Encrypting – ETS looking into.
  - Email capability is an option available and is turned on.
    - How to stop emailing of sensitive documents.
    - Policy needs to be discussed.
6. Degreeworks:
  - Request has been made to bring consultant back for training week of Thanksgiving.
    - SGHE doesn't have a consultant available that week.
  - Need date for go live and schedule/plan for go live.
  - Will have consultant onsite week after go live.
7. SARS/eSARS:

- Both colleges have paid for.
  - Both colleges have implemented different features from each other.
  - Installed in different places.
  - Both platforms running different versions.
  - Need to combine into 1 platform server.
8. Old Legacy Platform:
- This will be the last year it will be up; signed contract for 1 more year.
  - Will take off support next year.
  - Need to convert student data from 1983-1999 into ODS
    - Put transcripts into PDFs and store.
9. High School Attribute:
- Need to complete before October 1, 2011 (Winter quarter).
10. Need to be able to capture non-transcript certificates (Foothill request):
- Team members agree to leave current process as is; will not put into Banner.
  - Chien has sent email to John Mummert & Kurt Hueg explaining certificates will not be put into Banner.
11. Cashier/Financial Aid Disbursement:
- Done – waiting for testing.
12. Positive attendance hours & contract hours:
- Change message – make bolder max hours exceeded; faculty miss message – Done.
  - Modify essentials and faculty roster – clearer instructions and list max hours.
    - Ready in August.
13. Faculty notification when census is due (Active Class Roster) – Ready in August.
14. Academic Standing – De Anza:
- Batch process ready August 4, 2011.
15. 1098ts:
- Recreate in ARGOS to match IRS fields; students will be able to get through SSB.