

Student Weekly Meeting Agenda

October 16, 2014, 8:00am-9:00am

I. Special Agenda Items

- A. Changing the meeting location. It was decided to alternate the meeting location between De Anza and Foothill on a monthly basis. We will continue to meet at De Anza through October (A & R conference area for the rest of Oct) and then switch to Foothill (D260) for the month of November.
- B. MyPortal improvements (completed and reviewed by the team)
- Changed diamond icon to a book icon
 - Added icon for My Online courses
 - Took out the registration portlet
 - Added "important announcements" channel to student tab
 - Shrunk smarthinking size. Will work on accessibility issues.
- C. Reviewed the new student announcement channel
- Will only appear in the student channel for active students (registered for classes within the past 6 months).
 - Chris demonstrated how to create an announcement.
 - Can set the announcement to the channel and/or email.
 - Can schedule announcements for the future.
 - Cannot choose a subset of students currently.
 - Up to the college to determine who will review the content.
 - Task: suggest to have college A&R, Cashier office, counseling to be able to post messages, needs a final list from both colleges (Joan & Nazy)
- D. Corequisite improvements
- Added "CRN" next to each box.
 - Added an info box above the CRN boxes, with "Click here for help." Recommended not to mention corequisites in the info box; only when an error is made.
 - If the student is missing a corequisite CRN, an error message will appear with a "Click here for help" link.
- E. Reviewed the student self-service priority channel display. Chris showed examples for several priority group. Some suggestions for the Enrollment Priorities Committee :
- Requested to move the channel up.
 - For priority 1, may not need "EOP" to appear or list all categories
 - Priority 3, "action Needed a higher enrollment priority" needs to be removed
 - Remove red x, just leave blank
 - Change "not on probation last two terms" to **"on probation last two terms"**
 - Only show what they need to do to improve their priority
 - Enlarge the category number
 - If a student has taken orientation at one school, he/she cannot take orientation at the other school; misleading to the student since they think they can improve their priority by taking orientation at the other school. List only once?
 - Move "for more information" to the top of the channel

- j. Should we list only the things that would improve the student's priority without check boxes?
- k. There was a suggestion to show a focus group of 5 students for their opinion what is clear and not clear
- l. At "get date to register" screen, ETS technically cannot put the priority channel on this page. It is not possible to put a link back to the registration tab; but a message can be added to link to the info page. We can also add a message to go back to the registration tab and priority channel (screen shot with channel circled).
- m. Take category number out?
- n. Improve format for co-enrolled students (more space between colleges' info, bold college names)
- o. Will provide demo to priority committee
- p. Improve format for co-enrolled students (more space between college info, bold college names)
- q. Hoping to be ready for two weeks prior to winter registration (two weeks from today)

II. Priority Issues

- A. Prerequisites for econ classes were entered in SCAREQ and not rolled into SSAPREQ (was entered before the system roll). Jerrick will confirm it is there in the catalog level and will test it.
- B. Angela suggested for a new ETS position funded by SSSP and both colleges to support SSSP. Chien touched base with Joe Moreau. It was suggested that this new position should fall under ETS since it will be serving both campuses. More work needs to be done to further define this position, including input from counseling, A & R, IR, and student services.
- C. Dashboard issues:
 - Balances are not correct: On the student summary page, it is necessary to see the current and past cumulative balances for each quarter. It's a timing issue as well as primary campus issue. (initiated by College Life)
 - Would like to print transcripts (similar to SSB).
 - When entering a new student number, the information for the previous student still remains on the screen Jerrick and Chris will contact those concerned to get a complete list of what is wrong and validate.
 - Counselors will no longer use dashboard to change majors.
- D. Students from the 5 forbidden states are receiving automatic holds correctly. We need to verify that they are receiving an e-mail.
- E. Proactively reaching out to students prior to registration:
 - Angela will come up with a schedule listing what message will go out in which week with input from MIS and A & R. (I.e. General reminders for all students to encourage them to clear their prerequisites early, or to make an appointment to see a counselor to work on an ed. plan, using the alert channel starting in October).
 - To encourage students to improve their priority registration, by declaring their major and/or educational goal (80 group) by running the nightly program which will send out daily reminders. Needs to go out end of October.
 - Targeted sub-groups need to be determined. Chien will collect the details of the sub-groups.

- Can schedule messages into the future
- F. Do the answers to the supplemental questions regarding orientation, does it update banner fields DAOR and FHOR? Is self-reporting sufficient? Needs further investigation by ETS, counseling and A & R.
- G. Clearing House report –New patch from Ellucian was installed in TST8 Monday morning (10/06/14). Report was run on Monday afternoon by fin. aid.
- H. Co-requisite and Pre-requisite (MyPortal registration), a meetings held Oct. 1, 8th and 15th. Suggestions were offered and changes will be made to share with group. Judy had submitted suggestions as well.

III. Progress of other issues discussed

- A. SLA agreement - Will be brought up in the core team meeting. It was suggested that the technical staff review the release guide documentation first to highlight what each department should give particular attention to. The SLA will also cover the amount of down time users can tolerate.

B. Accounts Receivable, Finance and Financial Aid: Application of Payment Issues

The automated run started 10-06-14 in PROD.

C. SSSP Committee concerns:

- Enrollment is up for both colleges.
- Concern regarding the delay in the DGW upgrade 4.14, in particular the MIS reporting on comprehensive ed plans which is 35% of the funding from SSSP. Counseling is working with IR to send targeted e-mails to students who have completed assessment, orientation, and abbreviated ed. plan, to complete a comprehensive ed plan.
- Ellucian is not supporting the "Planner" in the future so further discussion is needed within the colleges. Ellucian is moving to "the Plan". Set up is not completed yet, it is not yet known what the capabilities of the Plan. More realistic to test in November and move to production at the beginning of December to be ready for winter quarter since the counselors need to test adequately.

D. DegreeWorks:

- 4.14 testing: DGW still working on the setup tables. It's very technical in nature; Chris will get involved to learn the configuration, security set-up and nuances along with Kent. Once it is set up, user's will take over responsibilities. Timeline for counselor testing: November.
- DGW has a report to find students who are close to completing a certificate. ARGOS can provide student ID #s to run the report. Moaty will identify a couple of classes and will send to Kent.
- Interested in purchasing TES for both colleges, part of College Source for content of a course for other colleges. (\$10-11,000?). ETS is fine if funding is available from both colleges.

- E. Database extension (DBEU):** PRODN has been converted to the new database extension format in preparation for XE and mobile. New Ellucian patches should be compatible with this new format. DBEU is installed in PRODN, and will need everyone to test by bringing up forms you usually use to see if they continue to work correctly, especially customized applications like dashboard, faculty roster, faculty leave request (Enter a ticket if not working properly). Hope to implement by the end of the year.
- F. Banner Glitch:** If a student tries to register for the same class multiple times, they were allowed in. Fixed in 8.9? Ticket has been submitted to Ellucian. A student was able to get into a class by guessing the add code.
- G. Mobile app:**
- Will need to enter pictures of buildings, longitude and latitude. Rooms are also not in Banner.
 - Initiative to provide electronic storefront for cash and credit card payments to pay on-line using Touchnet u-commerce. Module also available for international payments.
 - Also need new student API extension installed.
 - Banner 9 release scheduled for end of the year. Users would like documentation on the difference between Banner 8 and 9. Chien will send the link. Will let other schools to go first. Version of JAVA on the server is certified by Ellucian. Target for middle of next year.
- H. Printing invoice on multiple printers for multiple terms:** Missing charges in production; works fine in PRODN. Working with Ryan to update the server. For phase two, the cashier office is hoping that students can print themselves; Ellucian may have a solution.
- I. Open CCCApply**
- Migration of historical XAP data is needed as soon as possible for audit purposes. Will see if Lee McDonald can help us.
 - Interested in the **noncredit module** and BOG fee waiver module. Ellucian has a module called "Elevate" that will handle the noncredit module. Chien is investigating-will need to know who should participate in webinar.
 - De Anza is using Starfish (\$92,000); FH wants the early alert (Ellucian relationship management, approx. \$100,000?) module. Chien will find out the cost, how well it integrates with Banner and what other schools are using it.
 - **CCCApply International:** Considering Sunapsis to handle work flow. State Chancellor's office is currently working on phase II for the International Open CCCApply which includes work flow. We are encouraged to participate in the pilot for CCCApply International.
- J. BDMS**
- DA-DSS have received scanner and PC. QuickScanPro needs to be installed by Tech Services.
 - Purchasing is currently working on training materials this summer and rolling out in October.
 - Deepa will follow up with Ryan regarding the progress of the documentation on how to install quick scan pro.
 - HR and Payroll are the next departments for this project.

K. Security

- Joan needs to see student veteran info. Bill will touch base with Joan and work on a report for her. Bill needs to provide a quarterly report for both college's veteran's depts. to keep up to date.
- Faculty can see student grades from other classes. FERPA violation. Change in chair for divisions need to be communicated to Bill. Every year a report needs to be generated for Bill. Active division access needs to be kept current. Bill sent a report of the people who have active division access to Joan and Nazy. Requested for both colleges to send Bill a list of the deans.
- Deepa will investigate on the functional side to clarify who should have access to active division and what type of access.

L. FH Bookstore request: ETS has implemented the link, waiting for Jai to confirm. Romeo has a **request to allow student to purchase parking** permits through the bookstore by fall. Chien will ask the business office.

M. ETS will implement **ISE**, automated job scheduling software. Currently working on financial aid; automated first three steps. Need to make sure will work on VM servers. Will use temporary license for six months until we go to the new version of hardware. Next target grade roll.

N. Ed goal problem at Foothill: Co-enrolled students cannot change ed goal (goal "o") through MyPortal. They successfully change it on MyPortal and the table is updated but not from the form (SGASTDN). If A & R overrides it, it reverts back to "o" overnight. ETS was unable to duplicate this issue. Won't know until winter if fixed. Application issue: Nazy will contact Lee McDonald.

O. OrgSync implementation target pushed out to October for Foothill. End users are populating info.

P. Working on **De Anza PC Reservation project:** Ran into a security issue and currently on hold.

Q. New SARS request: Waiting for Kevin to sign off for financial aid. Waiting for info from Antoinette. Nazy will follow up.