

Banner Student Meeting Agenda

October 23, 2014, 8:00am-9:00am

I. Special Agenda Items

A. MyPortal improvements (completed and moved to prod)

1. Changed diamond icon to a book icon
2. Added icon for My Online courses
3. Took out the registration portlet
4. Added "important announcements" channel to student tab
5. Shrunk smarthinking size. Will work on accessibility issues.

B. New student announcement channel

1. Will only appear in the student channel for active students (registered for classes within the past 6 months)
2. Can set the announcement to the channel and/or email.
3. Can schedule announcements for the future.
4. Everyone reviewed the recommendation that Chien had drafted for the maintenance responsibility of the student announcement channel and there were no objections
5. Chien will notify Stacey Cook, Denise Swett, Laureen Balducci, Marisa Spatafore and Andrea Hanstein regarding the new student channel and will share the recommendation that both leads from Foothill and De Anza A & R offices, counselor offices from both colleges and cashiers from both colleges be given the update privilege to this channel. The recommendation also includes that both college Marketing VPs will have the final approval of the message before it is posted and/or emailed to the students.

C. Corequisite improvements

1. Added "CRN" next to each box.
2. 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.
3. If the student is missing a corequisite CRN, the missing CRN number will appear in an error message if the info is available; if not, a pop up message will have step by step instructions on how to find the missing CRN number for De Anza and for Foothill.
4. The recommendation from the Corequisite Task Force is to copy the course notes of the CRN and highlight the corequisite and prerequisite info. We need to clarify with Chris if this is possible.

D. . Priority channel display: ETS felt to meet with the Enrollment Priority Committee, gain their approval and to make the changes and test by the beginning of November would be

difficult. A demo will be scheduled for the Enrollment Priority Committee to provide the following recommendations. If you would like to attend this meeting, please let Chien know. Changes will be implemented as soon as possible, once the Enrollment Committee has had the final say.

- a. Requested to move the location of the channel up in MyPortal.
- b. For priority 1, may not need "EOP" to appear or list all categories
- c. Priority 3, "action Needed a higher enrollment priority" needs to be removed
- d. Remove red x, just leave blank
- e. Change "not on probation last two terms" to "on probation last two terms"
- f. Only show what they need to do to improve their priority
- g. Enlarge the category number
- h. 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?
- i. 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). For this quarter, students have been cleared. Has been rolled for winter quarter. Can go back to April or May to see if the catalog entries were there. (Added or modified on July 16th).

B. New ETS and IR positions: Job description proposals have been created for two positions: One for IR for SSSP reporting, and one for the BC group under Jerrick to support A & R and SSSP issues.

C. Dashboard issues: Matt and Chris have made major improvements, currently testing.

- 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-has been fixed and currently being tested.
- Counselors will no longer use dashboard to change majors. Stephanie will notify the counselors.
- When an employee has access to dashboard and no longer has an assignment, the employee can no longer access the dashboard but if they return and receive a new assignment, they can automatically access dashboard. ETS will investigate a back-end process to give administrator rights to the appropriate people to remove dashboard access.
- Nazy tried to give dashboard access to an employee, but the employee could not access it. Will investigate.

D. 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.

E. Do the answers to the supplemental questions regarding orientation, update banner fields DAOR and FHOR? Is self-reporting sufficient? Jerrick verified that the banner fields are not automatically updated.

F. Clearing House report –Financial aid is still in the process of cleaning up the data.

G. Rachel has a ticket with Ellucian: Refund 29% vs. 25%. Jerrick will follow up.

III. Standing Agenda Items

A. SLA agreement – Chien will draft an SLA for Application of Payment.

B.. SSSP Committee concerns:

- 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. Targeting to put in production in December.
- 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. Timeline for counselor testing: November and move to production in December.
- 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? ETS will submit a ticket to Ellucian if hasn't been done already. A student was able to get into a class by guessing the add code. Scheduling would like to know

if add codes could be a combination of letters and numbers for better security? ETS will investigate.

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: Evisions recommended to update our software.

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.
- 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.
- Bog waiver on CCCApply is still in development. Chien will send Nazy the e-mail he received from the State Chancellor's office.

J. Academically at-risk students: De Anza is using Starfish (\$92,000); FH wants the early alert (Ellucian relationship management, approx. \$100,000?) module. PSME is interested in using Advocate as an interim solution. Chien will contact Lauren.

K. 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 on schedule.

L. 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 and e-mails from other classes. It is a 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. Chien will call a meeting with Moaty, Chris, Matt, Jerrick to look at active division next week after the student meeting.

M. 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.

N. 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.

O. 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.

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

Q. New SARS request: New kiosk in Student Activities at Foothill. Financial aid is going live.

