

Banner Student Meeting Agenda

November 20, 2014 8:00-9:00 a.m.

II. Special Agenda Items

1. Database extension (DBEU): DBEU, along with patches to student, financial aid and CALB, were moved into production on Friday, 11/7/14.
 - a. Nazy cannot access Banner reports using Firefox (she is on the latest version). Bill can see them using an older version of Firefox. Workaround: Use Chrome or IE. ETS will investigate.
 - b. DGW function in 4.1.4 does not work with IE. Ticket has been submitted with DGW. Will pose a problem when it's moved into PROD.
 - c. CALB report (CAL D) is still having issues. Working with the action line.
2. Priority channel display is ready for production. Done, but welcome feedback.
3. SSB: Counselors had requested to take off the counselor's name and id on student unofficial transcripts which is a FERPA violation. Now the term does not show which causes problems when students want to pay. Done. Notified DA counseling.
4. Smarthinking will be available for Foothill also. Nazy is coordinating this.
 - a. Concern was brought up regarding the students' personal info being sent to the outside vendor. Authentication happens on our side with single sign-on, they only see the student's name and CWID. Are they purging data on a regular basis? Will look at the contract again.

II. Priority Issues

1. Bookstore book charges would like to be added to student account for both colleges. Confirmed Pell grant recipients would have their financial aid come through and pay off the book debt. Would like a clean solution for winter quarter. Requires a new detail code? Roland will contact Romeo. Who will handle outstanding debt? De Anza was given \$300 max.; would like to narrow the criteria for winter. Foothill does not want to combine it with student's receivables. Another option using Higher One? De Anza set up a detail code and entered them manually for fall; also required the student to sign a promisory note. Based on the core team's decision, we will not do this until the bookstore changes vendors.
2. 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) Dennis is reviewing and will give feedback.
 - Nazy tried to give dashboard access to a part-time employee, but was not successfully saved in the database and the tab did not appear in their Myportal. Nazy will run the job to provision access as part of the process.

- Bill reported that there are issues regarding primary and secondary positions that affect access. Bill will work with Chris.
3. Proactively reaching out to students prior to registration:
 - Reminders were sent to the 65 and 80 group to declare a major and/or create an educational goal.
 - Needs individualized targeted messages. New students are new for 2 terms. Can it look at the current term first and then student type?
 - Now that we have the priority channel, no need to send out more reminders.
 4. Clearing House report –Completed. ETS will add 2 APEX buttons to help future reporting. Currently working in PROD.

III. Standing Agenda Items

1. SLA agreement – Chien will draft an SLA for Application of Payment and will schedule a meeting. In progress.
2. DegreeWorks:
 - 4.14 upgrade: Target to move into production on 12/15/14. Training documents need to be updated. Video is out of date. Hands on training scheduled on 11/11/14, 11/19/14 and 12/3/14.
 - 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. After the first of the year once 4.14 is in PROD.
 - De Anza 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". Need to roll the ed plans from the planner to the plan. Will find out from Kent about the job. Will test 11/14/14.
 - Kent is doing hands on trainings for De Anza on 11/19 and 12/3.
 - ODS will have a DGW module. Worthwhile or not?
3. Banner Glitch: If a student tries to register for the same class multiple times, they were allowed in. 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 submitted a ticket to Ellucian (#01214285). Action line identified our version of the software has no defects. No sample at this time. Will report back to the action line when we have data.
4. Mobile app: ETAC Committee is interested in the mobile app registration progress. Ellucian has come out with a beta version for registration and payment. Would like an update for Dec. ETAC meeting. Need to define scope.

- 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.

5. Open CCCApply

- Migration of historical XAP data is needed as soon as possible for audit purposes. Hope to migrate by the end of April before auditors come.
- 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: Sunapsis contract has been approved by the board on 11/3/14. Hopefully by next fall we can have an application (we will need to build one) in place that feeds into Sunapsis. State Chancellor's office is currently on hold for the International Open CCCApply, currently focusing on BOG waiver. Sherri is requesting a separate meeting for CCCApply International. Will contact Lee McDonald.
- Bog waiver on CCCApply is still in development. Chien will send Nazy the e-mail he received from the State Chancellor's office.

6. BDM

DA-DSS: Quickscan pro needs to be installed.

- Deepa will follow up with Ryan regarding the progress of the documentation on how to install quick scan pro.
- HR and Payroll are on schedule.
- A & R would like to know if microfiche, and CDs can be turned into electronic format for BDM. Next step for both A & R to meet with FNTI. Chien will send the contact info to both A & R and cashier offices.

7. Security

- Bill sent veteran info report to Joan; will send again.
- Faculty can see student grades and e-mails from other classes. It is a FERPA violation. Change in chair for divisions needs to be communicated to Bill. Every year a report needs to be generated for Bill (by whom and when?). 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. Meeting scheduled 10/23/14; outcome will be sent to Foothill instruction (Paul Starer). ETS is working on blacking out the grades portion of the e-mails.
- When a team lead authorizes new access for a new person that a previous person had, Bill can list on the ticket all the access that was granted.

- Any changes in policies or procedures would be drafted with this team and then sent to core team for approval and lastly to the Chancellor's cabinet.
- Exit protocol needs to be devised when an employee leaves a position (i.e. TEA, full-time, student workers) to notify all the necessary departments. Chien will draft a check list. Bill will send a copy of the separation report to Charo to verify.

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

9. ISE, automated job scheduling software: Arranging Webex session with Rick, followed by 3 day on-site visit.

10. Printing invoices on multiple printers for multiple terms: Action line ticket #01214286. Currently working on eBill solution.

11. Need to send e-mails for students who are missing addresses or SS#. ETS is working on the e-mail draft.

12. 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. Will wait and see if we have any problems for winter quarter.

13. When students apply to both colleges (not co-enrolled), they can only change the goal for the last school they applied to. The box is not available. When they do a second application, the term's end date is populated. Can we set up matriculation for both colleges? Can we allow them to change the goal regardless of the term? How will it affect MIS reporting? Will we lose the history? Can we automate what Nazy is doing to override it? ETS is working on identifying and improvement.

14. Working on De Anza PC Reservation project: We are asking the vendor how to bypass storing user names and passwords. Chien will touch base with Lorrie Ranck.

15. New SARS request: Last request received for ESARS for FH Admissions and Records; in progress.

16. Pay Now Button: Need two buttons, "Pay Now" and "Sign up for Payment Plan" because the payment plan button should disappear after a certain date. (Sunday before census date?). Done.