

Banner Student Meeting Agenda

December 4, 2014, 8:00am-9:00am

I. Priority Issues

1. Payroll upgrade this weekend for Year End process. Expect system downtime about 30 minutes.
To be discussed: the best time to perform this Payroll upgrade during this weekend or next weekend.
2. 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.
3. CALB report (CAL D) is still having issues. Working with action line.
4. Priority channel has moved to production. Single student id report is not available for some FH staff. Some students' indicator not correct for placement tests. Asking for CWIDs.
5. Smarthinking is ready to go for Foothill. In the test system, we are able to see the channel.
 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. Requires a new detail code? 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 decision, on hold until the bookstore changes the vendor.
 2. Dashboard issues: Bill reported that there are issues regarding primary and secondary positions that affect access. Bill will work with Chris.
 3. Clearing House report –New issue with error code #201. Working with the action line.

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 Video is out of date.
 - 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. Stephanie suggested to start early after the term to encourage to be proactive to make an appointment with a counselor to get an approved ed plan. Need to express to upper management the desperate need for more counselors.

- Ellucian is phasing out the "Planner" and moving to "the Plan". Tested the job to roll from the planner to the plan; some worked, some didn't. Kent submitted a ticket. The Reg Users will keep both tabs so they can access the old plans. ETS will follow up.
- ODS will have a DGW module. Worthwhile or not?
- 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.

3. Banner Glitch: If a student tries to register for the same class multiple times, they were allowed in. Fixed in 8.9? 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). Chien suggested to send a copy of the audit log and prerequisite set up. De Anza had no application but was able to register, with no registration date. Action line identified our version of software has no defects. No sample at this time. Will report back to action line when we have data. Will investigate further.

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. Colleges need to set up XAP control center accounts for ETS and ETS can start the migration. Priority to start working on this in January.
- 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. No new info.

6. BDM

DA-DSS: Quickscan pro needs to be installed. We need to follow up with Terry Rowe (DA) and Ryan; no response yet.

- 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. Most likely will not be done prior to spring quarter.

7. Security

- 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 (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 was to be sent to Foothill instruction (Paul Starer). ETS is working on blacking out the grades portion of the e-mails.

- 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 sent a draft check list to HR. Bill will send a copy of the separation report to Charo to verify.

8. ISE, automated job scheduling software. Webex are in progress; 4 more scheduled for December.

9. Printing invoices on multiple printers for multiple terms: Action line ticket #01214286. Working on eBill solution.

10. Need to send e-mails for students who are missing addresses or SS# for 1098-T. In the past, Sheila would send e-mails around Nov. 20th. ETS will contact Hector to work on a draft e-mail. Waiting for list from business office.

11. Ed goal problem at Foothill:

a. 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 ask A & R for more sample students.

b. 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?

c. Working with Nazy and consultant on baseline version to change ed goal and major.

12. New SARS request: Waiting for confirmation from Nazy that Roland and Henry's schedules are entered so that they can go live. One more SARS request from FH: PSME counseling (new grid created and configured, new buttons added to TRAK). Scheduling training next week with SARS. Ready to go live.