

## **SARS Phase II Meeting Minutes**

**December 4, 2012 1pm -2 pm**

Attendees: Chien Shih, Jerrick Woo, Susan Malmgren, Tom Roza, Kevin Harral, John Vandercook, Joe Moreau and Kari Elliott (note taker).

### **SARS Phase II Objectives**

- Install SARS message and texting option
- Replace Foothill P/E division Red Canyon with SARS TRAK
- Review and improve De Anza Student Success Center installation
- Clean up applications and users list of installed SARS components at both colleges
- Additional Departments to be on eSARS/SARS
  - De Anza Transfer Center
  - De Anza Student Success Center
  - De Anza Student Success Retention Services-SARSTrak
- Install eAdvising and pilot testing with one division

### **SARS Project web site – Website will be updated weekly.**

<http://ets.fhda.edu/sars>

### **Progress report**

- Texting and SARS Message installation 10/31/2012 – completed.
  - Susan & Jerrick received training from vendor December 3, 2012.
  - Meeting scheduled next week with De Anza Financial Aid.
    - Will need to create ARGOS report to manually input batch file; currently not using GRID to schedule appointments.
    - Will use same process for De Anza implementation for Foothill Financial Aid.
- Kiosk Installation:
  - Foothill P/E; 1 kiosk needed.
    - New kiosk and application ready; swap out December 12, 2012.
  - DA Student Success Retention Services.
    - Completed.
  - DA Student Success Center (L73A)
    - Pending per Jerrick; no power or data in room.
    - Room is temporary space for lab until Fall 2013.
    - Need to open service tech with Facilities & Call Center to get power and data in room – John Vandercook will coordinate with Pat Dowling.
- eAdvising installation 10/31/2012
  - DA Counseling department will be pilot department; Foothill will not be using.
  - Put into MyPortal on student tab.
  - Waiting for list of counselors for testing for Counseling department.
- De Anza Transfer Center – eSARS implementation.
  - Meeting next week to create specs.
- Reporting Issues Update.
  - PSME asking for customized report.

- Usage Report by Student, available in TRAK may provide information PSME is looking for.
  - Lori Silverman ran report and meets PSME's needs.
- Tutoring Center needs report to show reason for using lab.
  - New reports will be available in new release from vendor, early next year, 2013.
  - Was not using raw data export with reports before, began using raw data export and are happy.
- CHAT Issues.
  - CHAT working for EOPS but notification is not working.
    - TRAK is not working with CHAT; vendor working on solution.
  - De Anza Counseling Department reported CHAT does not work at all; button is grayed out; was working before upgrade was done.
    - GRID is now working with CHAT; confirmed with Foothill Counseling.
- Meeting with college web teams December 5, 2012.
  - ETS will maintain SARS; changes and modifications requests will need to go to.
  - Will provide link to colleges.
  - Define procedure.

#### **Next key milestones**

1. Foothill PE replacement of Red Canyon with SARS – 12/12/2012.
2. Implement eSARS for DA Transfer Center.
3. De Anza Student Success Center Tutorial implementation.
4. eAdvising with De Anza counseling department.