

SARS Phase II Meeting Minutes

January 15, 2013 1pm -2 pm

Attendees: Chien Shih, Susan Malmgren, Suzanne Yamada, Tom Roza, Jerrick Woo, Pat Dowling, Melissa Aguilar 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

- Foothill PE Fitness Center.
 - Log in screen working fine.
 - Need to setup remote desktop with generic accounts for instructors to see who is logged in (computer behind desk).
 - Need list of Community Education members to create filter for logging in TRAK.
 - Need to block students from logging in between 12pm-4pm when center is closed; doors are not locked because classes are still going on.
- Texting and SARS Message.
 - Sent 4,700 text messages for Financial Aid.
 - A & R office will send out text message reminding students to pay.
 - Counseling will also use to remind students of appointments.
 - Students must opt out for each department sending messages.
 - Students who opt out need to be recorded in Banner.
- Kiosk Installation:
 - DA Student Success Center (L73A)
 - Service request with Facilities to move power.
 - Using extension cords until service request is filled.
 - Have installed 2 kiosks; one does not have internet, need to create ticket with Call Center.
 - Tutorial Center is requesting additional kiosks to help manage lines; have put in ticket with Call Center.
 - 107 (in library) needs kiosk for drop in queue; open ticket with Call Center.
 - S43 (Math /Science) needs one more kiosk; already have one, open ticket with Call Center.

- S43 currently uses an extension cord and Wi-Fi; need to open work order with Plant Services to get power and Call Center for network drop.
- De Anza Tutorial Center needs to track tutor hours.
 - SARS will not meet the requirements for tracking tutors with multiple funding sources.
 - Have an internal tracking program for tracking by funding sources to use instead.
- eAdvising installation 10/31/2012
 - DA Counseling department will be pilot department; Foothill will not be using.
 - Put into MyPortal on student tab.
 - Received list of counselors for testing for Counseling department.
- De Anza Transfer Center – eSARS implementation.
 - Testing going well; need to decide where to put link.
- Reporting Issues Update.
 - Not satisfied with CSV reports; still has not been resolved.
 - PDF formatted reports need to have corresponding CSV report.
 - Install fix for raw data December 18, 2012; should fix inconsistencies with numbers, colleges will verify.
 - New reports will be available in new release from vendor, early next year, 2013.
- CHAT Issues – have been resolved.

Next key milestones

1. Implement eSARS for DA Transfer Center.
2. De Anza Student Success Center Tutorial implementation.
3. eAdvising with De Anza counseling department.