

## **SARS Phase II Meeting Minutes**

**January 22, 2013 1pm -2 pm**

**Attendees:** Chien Shih, Susan Malmgren, Tom Roza, Jerrick Woo, Kevin Harral 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.
  - Need to setup remote desktop with generic accounts for instructors to see who is logged in (computer behind desk).
  - 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.
  - A & R office will send out text message reminding students to pay.
    - Sent 3,428 messages warning students may be dropped for nonpayment.
    - About 12 opt out messages were wrong numbers or not students; Susan will forward list to Jerrick to check.
  - Counseling will also use to remind students of appointments.
  - Students must opt out for each department sending messages – specs have been written.
  - 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.
  - Meeting with De Anza Counseling week of January 28, 2013.
- 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.

#### **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.