

## **SARS Phase II Meeting Minutes**

**November 6, 2012 1pm -2 pm**

Attendees: Chien Shih, Melissa Aguilar, Jerrick Woo, Susan Malmgren, Tom Roza, Jorge Rodriguez, Patrick Dowling 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.
  - Vendor installed, but not working properly.
  - Parameters need to be set and users trained – Tom will follow up with vendor.
- Kiosk Installation 10/31/2012 – 11/1/2012
  - Foothill P/E; 1 kiosk needed.
    - Specs completed; started application.
  - DA Student Success Retention Services.
    - Meeting next week to do specs.
  - DA Student Success Center
    - Meeting November 6, 2012 to do specs.
- eAdvising installation 10/31/2012

### **Next key milestones**

eAdvising pilot division review meeting 11/13/2012

- Installed on server by end of month – completed.
- Susan has documentation, will forward to Kari to email to team members.
- SARS will be onsite for training.
- DA Counseling pilot division.

DA Transfer Center eSARS specification 11/14/2012

DA Student Success Retention & Services Center SARS TRAK specification 11/14/2012

DA Student Success Center specification 11/15/2012

### **Take Away Items:**

1. Create guest ID for PSME (Ryan) – completed.
2. SARS vendor will attend one meeting a month – onsite for November 27, 2012.
3. Chat has been disabled at Foothill; need to enable Chat again.
  - Has been fixed; Jorge needs to verify.