

# **SARS/eSARS Phase II Kickoff Meeting with Users**

**October 18, 2012**

**Attendees:** Chien Shih, Susan Malmgren, Kevin Harral, Kevin Murphy, Jerrick Woo, Olivia Patlan, Vicky Moreno, Suzanne Yamada, Lori Silverman, Jorge Rodriguez, Melissa Aguilar and Kari Elliott (note taker).

## **Meeting Agenda**

1. Overview.
  - a. Complete by January 7, 2013
2. Review Phase I – Convert Foothill Labs to SARS/eSARS accomplishments.
  - a. PSME Lab.
  - b. Adaptive Learning Computer Access Center.
  - c. Tutorial Center.
  - d. Pass the Torch.
  - e. Adaptive Learning Resource Center.
    - All labs are using SARS TRAK.
3. Review Project organization and communication protocol.
  - a. Web site.
    - Post schedule, key milestones, calendar and meeting minutes.
  - b. Process.
4. Discuss Phase II Objectives.
  - a. Overall scope of Phase II.
    - Clean up applications and users list.
    - Texting & messaging will replace calls.
      - Messages limited to 20,000 per month for each college.
      - Use 1 department as pilot group.
      - Gradually open up to more departments.
      - Messages sent will have opt out message; will be automatically removed from list if student selects to opt out by SARS.
    - Financial Aid at Foothill would like SARS appointments to move into Outlook Calendar – would be Phase III.
      - SARS vendor needs to test.
5. Team Participation.
  - a. Weekly meeting of one hour – who wants to be part of team.
  - b. Schedule and time to meet.
6. Q&A.
  - a. Student Transfer Center at De Anza cannot print report from remote desktop.
  - b. Students are not receiving reminders for appointments since upgrade.
  - c. Contact Call Center to have icon setup for guest account for student employees.