

## Foothill/STS SARS TRAK Phase I Roundtable

**October 9, 2012, 11:45am-12:15pm**

Attendees: Chien Shih, Jerrick Woo, Susan Malmgren, Sharon Luciw, Kurt Hueg, Linda Robinson, Lori Silverman and Kari Elliott (note taker).

Phase I:

- Replace STS with SARS TRAK at Foothill by September 24, 2012.

Phase II:

- Revisit De Anza implementation.
- Implement texting option.

### Objectives:

1. Will send out survey/questionnaire to lab proctors this week.
  - Gather how lab was setup, what reports used and contact information.
  - Will publish to website.
  - Use a standard operating system for De Anza's tutorial center.
2. Final meeting October 16, 2012, 2-3pm at Foothill, D260.
  - Hand over to Call Center for support.
  - Document FAQs.
3. PSME Lab Go Live Follow-Up.
  - Needed to tweak system a little bit; needed to lock default.
  - Request for touch screens; students are used to touch screens and keep trying push buttons on screen.
    - Will check with vendor for recommendations.
  - SARS working on application to enter tutor files.
  - Still tweaking report to get what is needed.
    - Lori will send Susan a list to create report.
  - Haven't verified accuracy of data; will continue to monitor.
  - Still have some queuing up but students say is faster than STS.
4. Tutorial Center Go Live Follow-Up.
  - User friendly.
  - Tutors have been hired but not placed yet by Financial Aid.
    - Will send list to Susan when compiled.
  - Some students use the lab for homework; add button for free study.
  - May need refresher on creating/running reports.
5. Banner Import into SARS.
  - Need to check term as active for first day of quarter; automate for future.