Foothill/STS SARS TRAK Conversion Weekly Meeting Minutes

September 12, 2012, 1:00pm-2:00pm

Attendees: Chien Shih, Lori Silverman, Margo Dobbins, John Vandercook, Susan Malmgren, Ryan Anthony, Thom Shepherd, Brenda Davis, Teresa Ong 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. PSME and Disabled Student Labs:
   - Software has been installed on all terminals.
   - Lab specs have been received and labs have been configured.
   - Next step training individual labs.
2. PSME Report Status.
   - Reporting working correctly.
   - Faculty and students can both login.
   - Able to create reports, still exploring.
   - Requested to move buttons around, arraigned alphabetically.
      - Cannot do with version of SARS TRAK installed; will be able to do with newer version.
      - Suggested putting a number in front of titles to arrange in numerical order.
3. Review User Guides.
   - Instructions for bringing up TRAK system.
   - Post on website next week after team members review.
4. PSME Testing Status.
   - Using Summer data for testing/training.
   - Have not tried using all 3 terminals at same time.
   - ETS will help test all 3 terminals at same time to figure out wait time.
   - If system goes down, hours will not be collected; will need to have students sign in on paper and enter hours manually.
5. Disabled Students training September 12, 2012.
6. Need to have auto-log/auto-launch setup on all terminals. (John Vandercook)

Take Away Items:
1. Finalize instructions.
2. Complete training.
3. Post instructions online.