

Foothill/STS SARS TRAK Conversion Weekly Meeting Minutes

September 19, 2012, 1:00pm-2:00pm

Attendees: Chien Shih, Lori Silverman, Margo Dobbins, Jerrick Woo, Joe Moreau 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. Documentation:
 - List of reports with clear descriptions needed.
2. Tutoring Reports.
 - Put all reports together to share with both colleges.
 - List of all labs using SARS.
3. Review User Guides.
 - User guides on website.
4. PSME would like to have two login terminals (or sessions) into SARS if possible.
 - Lori reported September 19th she was able to create two sites for PSME.
 - Need to figure out how to retrieve the drop in list for help on the tutor side.

Take Away Items:

1. Load Fall quarter data Monday, September 24, 2012.
2. Sample of reports on website.
3. Next meeting September 25, 2012, 1-2pm in PSME Lab, Foothill, Rm 4213.