

Banner Student Meeting Agenda

March 12, 2015 8:00-9:00am

I. Priority Issues

1. FA agreement for enrollment cutoff dates: Currently, students are allowed to self-enroll in a class up to Sunday at 11:59 pm prior to the start of the quarter. By agreement, this will now change to allow self-enrollment up to 11:59 pm of the day prior to the start day of the class. **Add codes will start after the class starts. The automatic waitlist roll will continue until class starts. On-line students can enroll until 11:59 pm on Sunday before the quarter starts.** A & R will ask marketing to make the announcement to students.
2. Non-resident, out-of-state students will have their fees waived for the first 6 units every quarter from spring quarter. We need to provide reports to show students who are co-enrolled at both colleges to insure that they do not exceed 6 units total for the district.
3. Student Dashboard:
 - a. ETS will look into the situation where a previously employed employee has a new contract, their old privileges are automatically attached to the new contract instead of default values.
 - b. Non instructor load employees (library, counselor) don't get into the system until the 3rd week into the quarter; therefore they do not have access to dashboard. HR is looking into expediting the process.
4. DGW guide for the plan in myPortal need to be updated. Working with an outside vendor (Innovator Educators) to create the video. ETS needs the contact info. ETS is currently going over the documents. Deepa will get back to Stephanie with an estimate when hard copy documentation will be ready. Target: Before spring quarter starts.
5. FH & DA A & R has decided to block students in Open CCCApply who submit an application from the six forbidden states. Jerrick will work with Joan and Nazy for future reporting. Waiting for a reply from Lee regarding which date to use.
6. Correctly rolling prerequisites into the schedule: Implemented a discrepancy report in APEX. Equivalencies on SHATATR save button is not saving the info. No pattern. Kent is investigating. Possible problems with SCAPREQ: Error messaging popping up stating "mismatched parentheses" even though all parentheses seems to be okay; still able to save. Normally, another screen usually pops up, preventing you to proceed further without fixing the missing parentheses. Jerrick is working on another report to see if there are any discrepancies. Stephanie checked against the report and looks okay so far.
7. Bookstore book charges for confirmed Pell grant recipients: Will roll into production as soon as acceptance testing is complete.

8. Financial Aid Patch 8.22 Kevin needs Monday night's clone and the patch installed in a test instance for testing. They will need it installed in production this month. Financial Aid needs a way to message students, i.e. when Pell grants are pulled back when students drop units. ETS needs to search for the best solution to communicate with the students. When a patch is needed, ETS needs to research what other patches need to go in at the same time. Nazy suggested that whenever a patch becomes available, ETS should notify the users and summarize what it will change and what it will impact (similar to what Tom Roza did before) to help with the decision whether to implement. Chien would like to create a service level agreement for this topic. Ellucian Commons is also available.

II. Standing Agenda Items

1. DegreeWorks:

- a. Making a new plan active changes the signatures on all the previous plans. (still ongoing) Financial aid needs this info. ETS will meet with Leticia on March 12th.
- b. Difficulty saving ed plans. Clicking "save" sometimes gives them an error message, "cannot execute". Workaround is to unlock and using save as, got out, find that plan, go back under edit and save. (Inconsistent). Sometimes the save and save as buttons are lit but they cannot click on it, or print it, and the plan is lost.
- c. Cannot enter notes unless you save the ed plan first and then add the notes. It wasn't this way in test.
- d. Would like to use the template the once you reassign one quarter, it automatically reassigns all the other quarters.
- e. Sometimes notes are missing when printed.
- f. ETS can schedule a consultant to come on site. Users would like to have input regarding which consultant is chosen (Melissa was good). (as soon as possible after Ellucian conference). Counselors are not here during spring break; any other time is okay.
- g. Upcoming patch may correct some of these problems?
- h. Not working the same as in test. Is the environment exactly the same? (updates to one term is not reassigning the future terms automatically). Kent verified that the patch was installed on both test and production.
- i. Documentation is not matching the screens. (Larger Ellucian issue)

2. Mobile app

- a. Ellucian Go is in conflict with Cal B. Chien is in contact with Ellucian.
- b. Will need to enter pictures of buildings, longitude and latitude. Rooms are also not in Banner.

- c. Initiative to provide electronic storefront for cash and credit card payments to pay on-line using Touchnet u-commerce. Module also available for international payments. Will involve custom code for security, integration with Banner.
- d. Hopefully will have registration demo for Banner Meeting in early March. Will need some test students.

3. Open CCCApply

- a. Nazy reported active sessions are being timed out and entered data is lost. There have been many problems in the past month. Chien is in contact with Open CCCApply and they reported that the issue has been resolved. We will continue to monitor.
- b. Students brought in a confirmation report from Open CCCApply but we have no record of that student. Nazy has not seen happen again; will continue to monitor.
- c. Migration of historical XAP data will hopefully be completed by the end of February or beginning of March with Lee McDonald's help. Requesting A & R offices to run a history report of total numbers for a certain time period. After the migration, we will run the report again to make sure the numbers match up. Chien will follow up.
- d. Interested in the noncredit module and BOG fee waiver module. Ellucian has a module called "Elevate" that will handle the noncredit module. Kevin and Lisa met with the director at Chabot who have implemented it and love it. Next step: To arrange a visit to a school that is using it. ETS will need to contact Lee McDonald.

4. BDM: _in progress, nothing new to report

- a. DA-DSS: Lisa Hocevar's team needs to put this PC on the Admin. network for Ryan to install QSP.
- b. FH-DRC –Quick Scan Pro has been installed. Deepa created a profile for them.
- c. Both colleges DA DSPS and FH DRC will use common cabinet in BDM, instead of separate ones (currently only FH uses BDM and has a separate cabinet) – Deepa to work with Louis to configure this new cabinet, per user requirement, as well as migrate over FH docs from FH cabinet to the new common cabinet. Routing Status will be used to distinguish FH and DA docs. Chien will touch base with Stacey Shears.
- d. HR & Payroll: Payroll imported 6000 documents into PRODN with 43 rejects that have been resolved. Nancy has reviewed them. Next batch from HR, payroll in process.
- e. A&R: FH is ready to send FNTI and count estimate for the microfiche. Chien would prefer if they came on-site to come up with a quote. Deepa will work on profile create for A & R with Bao.

- f. Family Engagement Institute will also need BDM. Deepa met with them on 2/3/15.
 - g. Evaluations @ FH: New scanner, QSP installed; Deepa is working on the profiles.
 - h. ETS is investigating the traffic of scanned documents with sensitive info. Make sure you empty your trash and download folder. Products like CC Cleaner can clear out your browser cache, download file and trash. Chien will bring up to ETS management for the possibility to have available district wide.
2. Security
- a. Active Division: Two security classes have been created, one for deans and administrators so that they can see the grades and another class that does not show the grades. We received the list from Andrew and are waiting for the list from Christina.
 - b. Exit protocol needs to be devised when an employee leaves a position (i.e. TEA, full-time, student workers) to notify all the necessary departments. Bill sent copies of six months of separation reports to Doreen and will follow up. Bill will work with the new HR director and will work on a SLA for the whole district.
 - c. Back door query for SSN, bank accounts, and personal identifiable information is currently being logged and being monitored. We're also logging identity of students who log in from the web and where they go. 30 day history.
 - d. Student password reset was re-enabled. By early June, there will be secondary questions that only the individual would know for a security check. Help desk can also reset staff passwords. Further discussion is needed to decide if students can change their major or if they must go to A & R to change their major.
3. ISE, automated job scheduling software. Working on the first large Banner job with ISE. Making progress. Target is to totally automate the financial aid jobs.
4. e-Bill: Investigating Touchnet solution. ETS will schedule a demo for the cashier offices. Currently, regular refunds (not financial aid refunds) are handled manually; would like to automate the process. Students must manually fill out forms. Needs further discussion.
5. Ed goal problem at Foothill: Testing baseline version. Will need to stop current customized version before we put baseline in; target mid-February for testing and be ready for spring registration. High scholl students should not be able to change their ed goal; Xiaobin has worked on this and once we receive user acceptance testing okay, will move to prod.
- a. Co-enrolled students cannot change ed goal (goal "o") through MyPortal. No problem so far for winter quarter. They successfully change it on MyPortal and the table is updated but not from the form (SGASTDN). If A & R overrides it, it reverts back to "o" overnight. ETS was unable to duplicate this issue

- b. When students apply to both colleges (not co-enrolled), they can only change the goal for the last school they applied to. The box is not available. When they do a second application, the term's end date is populated. Can we set up matriculation for both colleges? Can we allow them to change the goal regardless of the term? How will it affect MIS reporting? Will we lose the history? Can we automate what Nazy is doing to override it.
6. Touchnet e-commerce marketplace: For on-campus events, may be able to pay with cell phones and charge on credit cards. Possible implementation target June 2015. Touchnet has expanded to become a payment gateway and a credit card payment processing company. District finance is investigating how to change from Bank of America to TouchNet. Still waiting to hear from upper management.
7. Banner is not linked to Catalyst and students can have multiple accounts IDs in Catalyst. Students take tests under a fake account and then take it again under their real account. Would like to merge the system into My Portal and use single sign on. Chien is meeting with Lorrie and Marisa.
8. SARS: New grid, TRAK needed for FH Bio Health. eSARS needed for FH Outreach. Integration of SARS calendar and Outlook calendar: SARS should be sending software to Ryan. Deepa will follow up.
9. Automate student drop for canceled classes: Ready to test. We need to agree on the language for the generic message to the students. Moaty will work with Andrew to draft the content. Deepa will follow up. A & R is hoping to implement spring quarter. Will be run 4 times a day. Scheduling requested that the CRN, the class id and section is explicitly listed in the e-mail to deans and A & R. Target for production mid-March.
10. New IR Sophia Project: Working on an web-based inquiry tool for faculty to view success rates and retention rates for their courses and compare them to students in similar courses and other divisions. Ways to look at equity issues. Targeting to test this summer.
11. ETS work on a new Service Level Agreement for the start of a new quarter. First meeting scheduled March 26th.