

Banner Student Meeting Agenda

March 19, 2015 8:00-9:00am

II. Priority Issues

1. FA agreement for enrollment cutoff dates: From spring quarter, students will now be allowed to self-enroll 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. Barry can no longer change the waitlist sequence. If the student exceeds 21 1/2 units, the student will not automatically roll into the class from the waitlist. For now, ETS will look into displaying a message when they are added to the waitlist to warn them that if they exceed 21 1/2 units, they will not be automatically enrolled. Jerrick will work with Barry for a long term solution.
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. We need to add one more column for high school students to indicate if they are out-of-state.
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: Documentation in development. Working with an outside vendor (Innovator Educators) to create the video. ETS needs the contact info.
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. Stephanie made changes at the section level and successfully saved the changes and the next day the changes are gone. ETS will look into the batch job sequence and how new classes' parameters are flagged. Jerrick will meet with Stephanie and Roland after the meeting.
7. Bookstore book charges for confirmed Pell grant recipients: Will roll into production as soon as acceptance testing is complete. Currently testing.
8. Financial Aid Patch 8.22 The patch has been installed in TESTHRS. Both financial aid depts. will be working on setup and test files. No impact on the student side. They will need it installed in production this month; Jerrick will send out a patch summary and dates and how much time we will need (approx. 8-12 hours). Chien will check with upper management regarding dates. 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. Nazi suggested that whenever a patch becomes available, ETS notifies the users that the patch is available and to 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.

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 met with Leticia, Kent and Stephanie.
- 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.

3. Open CCCApply

- a. Nazi 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. Nazi 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. State Chancellor's programmer and Lee McDonald are on vacation which is delaying our deadline. 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:

- . DA-DSS: Lisa Hocevar's team needs to put this PC on the Admin. network for Ryan to install QSP.
- a. Louis is working on the common cabinet for both colleges DA DSPS and FH DRC.
- b. 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.
- c. A&R: FNTI is coming on-site to FH for final count of microfiche. De Anza's quote: \$40K. Profiles have been created.
- d. Family Engagement Institute will also need BDM. Deepa met with them on 2/3/15.
- e. Evaluations @ FH: New scanner, QSP installed; Deepa completed the profiles.

5. 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. Will be moved into production very soon.
- 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 and staff password reset was disabled. Rachel reported that students are having problems resetting their password using Google Chrome.

6. ISE, automated job scheduling software. North Orange and Ventura have also used ISE to automate their financial aid jobs. Consultant on-site visit tentatively scheduled for March 30th.

7. e-Bill and e-Refund: Demo scheduled for March 19th for both cashier offices.

8. Baseline version to change ed goal: Now available in prod. ETS is working on giving the counselors the ability to change the ID and run the job.

- . 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.

9. Touchnet e-commerce marketplace: Nothing new to report. 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.
10. SARS: Nothing new to report. New grid, TRAK needed for FH Bio Health. eSARS needed for FH Outreach. Close to implementing the integration of SARS calendar and Outlook calendar.
11. Automate student drop for canceled classes: Internal testing almost complete. End user acceptance testing to begin March 19th.
12. New IR Sophia Project: Specifications in development.
13. ETS is working on a new Service Level Agreement for the start of a new quarter. First meeting scheduled March 26th.