

# Banner Student Meeting Agenda

March 26, 2015 8:00-9:00am

## I. 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. Report on APEX is in place.
2. Non-resident, out-of-state students will have their fees waived for the first 6 units every quarter from spring quarter. ETS needs 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. They need the report by the end of next week.
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. Jerrick will open up a ticket for Matt.
  - 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.
  - c. Temp employee needs to get access. In testing.
4. DGW guide: Deepa is meeting with Kent today to work on the documentation. 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 seven forbidden states. Lee will complete by the end of next week.
6. Bookstore book charges for confirmed Pell grant recipients: Will roll into production as soon as acceptance testing is complete.
7. Financial Aid Patch 8.22 Scheduled date: March 27th. Financial Aid, finance, hr and advancement need to test. The patch has been installed in PRODN. To test, log into PRODN and test INB with your MyPortal password. 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.
8. L7 data center remodeling: May 23rd, will switch electricity to generator. Chien will confirm that Banner will not be affected.
9. Open house May 23rd for both colleges.
10. 1098-Ts need to be run also before the upgrade.

## II. Standing Agenda Items

1. DegreeWorks:

- a. Making a new plan active changes the signatures on all the previous plans. It is currently displaying the modified name instead of created name. Chris thinks this is fixable.
- 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. Chris thinks this is a java script reload and is fixable.
- 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. 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.
- h. Documentation is not matching the screens. (Larger Ellucian issue)

## 2. Mobile app

- a. Ellucian Go is in conflict with Cal B. Ellucian said they will fix in 60 days.
- b. Will need to enter pictures of buildings, longitude and latitude. Rooms are also not in Banner.
- c. PR for the Payment Gateway has been signed off.
- d. Santa Barbara has rolled out mobile successfully without registration or payment, and little training.
- e. 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

o

- a. (not discussed) 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. (not discussed) 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 has been completed. ETS is asking both A & R to compare the data from XAP and Open CCCApply to insure that everything migrated correctly. Would like to sign off with A & R offices, Chancellor's office and with Lee.
- d. (not discussed) 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: Ryan needs to install QSP.
  - b. Louis has created a common cabinet for both colleges DA DSPS and FH DRC. Deepa will test the document level security.
  - c. HR & Payroll: Another batch was picked up on 3/20/15.
  - d. A&R: FNTI came on-site for the final count for the microfiche. De Anza's quote: \$40K.
  - e. Family Engagement Institute will also need BDM. Deepa met with them on 2/3/15.
  
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. Moved to production.
    - i. Copy and paste is not working
    - ii. Custom layout (reordering columns) is not staying saved
  - 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 met with the new HR director, Marietta Harris and Doreen 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. Joan has a student that is still having trouble resetting her password. Joan will give Bill the CWID.
  
6. ISE, automated job scheduling software. North Orange and Ventura have also used ISE to automate their financial aid jobs. Jerrick will contact those colleges for their code. Consultant on-site visit scheduled for March 30th. Goal is to automate all the financial aid jobs and move to production.
  
7. e-Bill and e-Refund: Touchnet Demo was held on March 19th for both cashier offices.
  
8. Baseline version to change ed goal: Now available in PROD. ETS is testing on giving the counselors the ability to change the ID and run the job in SSB.
  
9. 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 working on the contract with Touchnet.
  
10. SARS: New grid, TRAK needed for FH Bio Health. Bio Heath will work directly with SARS; needs to be ready for spring quarter. eSARS needed for FH Outreach. Close to implementing the integration of SARS calendar and Outlook calendar. Bao and Linda helped enter the e-mail addresses. Deepa will work on documentation that users will need to do on the user's end.
  
11. Automate student drop for canceled classes: Deployed in PROD on Wednesday morning.
  
12. Faculty Inquiry Tool (FIT) IR Project: Specifications in development.
  
13. Working on New Service Level Agreements for:
  - a. The start of a new quarter
  - b. Provisioning new accounts and e-mail
  - c. Possibly work on end of the quarter next.