

Banner Student Meeting Agenda

April 23, 2015 8:00-9:00am

I. General Items

1. Nazy's report from Ellucian Live: She's excited and looking forward to XE. Only 2 four-year schools are fully on XE and using the student registration module, one in Texas and one in Ohio. Our users need to be involved in the roll out to decide what should be included (i.e. "Future Registration" which conflicts with Degreeworks). CalB will not be ready until next year, and will be rolled into baseline. We may start with Student and Employee Profile and Faculty Roster to replace our custom development and update from Luminus 4 to Luminus 5. We don't want to go first; other options are also available (Workday etc).
2. Upper management is looking into a new product "Edunav" which can provide much more than DGW; it can connect with assist, 4-year universities, careers, and may do the scribing for us.
3. L7 data center remodeling: May 23rd, will switch electricity to generator. Chien confirmed that Banner will not be affected.
4. Open house for high school students: April 18th, May 2nd for Foothill, April 25th for De Anza. Applications, placement tests and orientations will be taking place.

II. Priority Issues

1. Students with first name ".": Joseph Ng further clarified: "According to current immigration requirement, F-1 visa status students with one name shown on passport must be entered as Surname/Family name. First name and middle name must be leave blank per regulations. As a result, most students who are from the Southeast Asia will fall under this new requirement. The International Student Programs office must comply with this new naming requirement. The Admissions Office has been contacted regarding to this new standard. If the student has only one name shown in the system, he/she may declare and use a preferred name in class. However, this "preferred" name is not to be recorded in any official record at this time." Banner, at this time, requires a random character in the first name field for students who have one name shown on passport. As a result, a "." is currently in used for that purpose. To the best of my knowledge, this issue has been addressed to Ellucian. SEVP office has already outreached to vendors alerting them on the name issue.

Sherri added that a series of name changes from SEVP will be coming in June, resulting in the need to manage three names; this will be handled in Sunapsis. Further discussion is needed to decide what should go into Banner. Ellucian is in discussion with SEVP. Sherri will keep us updated.

2. System problems:

- a. The nightly run for accounts receivable did not finish on 4/6/15. Tuesday morning, 4/7/15 they had to kill it. Tuesday night it ran fine. Happened again 4/14/15. To manually run it takes 9 hours for both campuses. According to Rachel, we have problems every quarter. Chien suggested that we can possibly archive some of the historical data and calculate not from day one but from 4 or 5 years ago. ETS will look into it.
 - b. (not discussed) Applications from Open CCCApply were not downloaded when system went down. Joan reported that she received calls from students on March 20th, 25th, 27th, 28th, 31st and April 1st regarding the applications not being downloaded. Chien will investigate.
3. Argos new release: Self-service, web-enabled. Chien will place high priority on this again.

4. 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. ETS will look into displaying a pop up 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.
 - b. Students should be allowed to register for hybrid classes up until 11:59 p.m. the day prior to the on-campus meeting. Currently it is treated as an on-line class and registration stops at 11:59 p.m. on Sunday before the quarter starts. The waitlist should continue to roll until the on-class meeting. ETS will investigate. Possible solution is to consider it as an on campus class.
5. Non-resident, out-of-state students will have their fees waived for the first 6 units every quarter from spring quarter. ETS provided reports to show students who are co-enrolled at both colleges to insure that they do not exceed 6 units total for the district, but it is impossible to keep track from day to day. Rachel would like ETS to automatically adjust the fees if the student exceeds 6 units. Will need further discussion; Chien will look into whether we can configure Banner to do this.
6. 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. Matt is working on it. Bill needs to confer with A & R to verify the correct privileges before he saves the privileges. Nazy will check today and get back to ETS.
 - 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. Bill will touch base with Marietta.
7. DGW guide: Deepa sent the final draft to Kent and Stephanie for final approval before linking it on MyPortal. Working with an outside vendor (Innovator Educators) to create the video. ETS needs the contact info.
8. Moaty still needs the report from DGW of students who are close to or has completed a certificate ; very important for 3SP. Jerrick will follow up.
9. FH & DA A & R has decided to block students in Open CCCApply who submit an application from the seven forbidden states. Jerrick received confirmation from Lee. Need confirmation from our users.
10. Bookstore book charges for confirmed Pell grant recipients: Acceptance testing is complete but awaiting DBA/security gatekeeper approval. Target completion 4/9/15.
11. Financial Aid Patch 8.23 : Next patch targeted for end of May. Need to decide on a date.
12. Schedule roll-hybrid courses were missing the in-person meeting time. The problem was fixed but we need to know why it happened and how we prevent this from happening again? ETS will investigate.
13. For the past two weeks, between 9:08-9:20 am, everyday, all online payments failed for both colleges. ETS will look into it.

III. Standing Agenda Items

1. DegreeWorks: (not discussed)
 - 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' fix did not work; he is working with Ellucian.
 - 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. Would like to use the template so that once you reassign one quarter, it automatically reassigns all the other quarters.
 - d. 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.
 - e. Documentation is not matching the screens. (Larger Ellucian issue)
 - f. Lourdes needs the number of terms the ed plan is for; the old version showed this info. Possibly set-up issue. Chris is working with Ellucian. ETS is aware of the fields that need updating.
 - g. On-site visit for Melissa: 3rd or 4th week of October. ETS needs to get together with both colleges to work on an agenda. Tentatively reserve Tuesday for the counselors. Later in the week, work on resolving some scribbling issues. Will confirm with Chien.
2. Mobile app Chris will report back from the Ellucian Live conference.
- a. Ellucian Go is in conflict with Cal B. Ellucian said they will fix it 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.
 - f. Target: Roll out in summer for fall term.
 - g. Need to plan how students will use it. Individual departments can send notifications to individuals or groups.
3. Open CCCApply (not discussed)
- a. 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 and Chancellor's office. According to Lee, everything has been moved.
 - b. Interested in the noncredit module and BOG fee waiver module from the State Chancellor's office. Ellucian has a module called "Elevate" that will handle the noncredit module. BOG fee waiver (high priority) next step: To arrange a visit to a school that is using it. ETS will need to contact Lee McDonald and the State Chancellor's office. Will need to schedule another patch.
4. BDM: in progress
- a. DA-DSS:QSP has been installed. Deepa will finish creating QSP profiles 4/16/15.
 - b. FH A&R: FNTI quote for Foothill: \$99K. Nazy may need to secure a second quote. De Anza's quote: \$40K. Definitely needs to be done. Would like to stay with FNTI. Rachel handed over student receivable info on CDs to Joe Lampo, which needs to be kept for 7 years.
5. Security (not discussed)
- a. Staff password reset was disabled. Rachel reported that students are having problems resetting their password using Google Chrome.
 - b. ETS hopes to incorporate a new password reset protocol. It will ask you which phone number you would like to be reached at and will call that number. It will ask you your DOB and will ask you to verify that you wish to change your password.

6. ISE: Completed the test run for ISIR data load for both colleges for 2014-2015. Each run has 40 jobs. Not yet in production. Working with Xiaobin. Nazy would like to possibly automate grade rolls next.
7. Moaty would like active division to show the actual date the student was added to the class. Moaty will send Jerrick a few class list examples. ETS will look into it.
8. e-Bill and e-Refund: For both cashier offices, e-Bill will not serve their purpose; same amount of work for the cashier offices. Rachel suggested to contact Touchnet in regards to Touchnet 6.5, for a solution for students to print invoices without schedules in real time. The cashier office can reformat it to look like an invoice. ETS will look into it. If this does not a viable solution, then we will go back to Evisions for a solution. During the drop for nonpayment, Touchnet was down often, many of student complaints. Rachel will send screen shots to Chien for him to follow up.
9. (not discussed) 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.
10. (not discussed) 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 working on the contract with Touchnet.
11. SARS: New grid, TRAK gone live for FH Bio Health. eSARS gone live for FH Outreach. Close to implementing the integration of SARS calendar and Outlook calendar for Foothill; waiting for the software update for De Anza from SARS. Will roll out the 3rd week of the quarter. Looking into new version called SARS Anywhere with web access (no additional cost).
12. Faculty Inquiry Tool (FIT) IR Project: Had first review of specs with David and in touch with Xiaobin.
13. Working on New Service Level Agreements for:
 - a. The start of a new quarter: Next meeting scheduled 5/7/15 @ 9 a.m. cc Kimberlee
 - b. Provisioning new accounts and e-mail. First meeting scheduled 4/21/15 @ 11 a.m.
 - c. Possibly work on end of the quarter next.
14. Need to roll the class lists from Banner to Catalyst. Students choose different names and the faculty needs to guess.
15. First week payment reminder and second week payment reminder needs to be automated.