

# Banner Student Meeting Agenda

June 25, 2015 8:00-9:00am

## I. General Items

1. L7 data center remodeling: On June 26th (new date) we will switch electricity to a generator- information only, everyone acknowledged.
2. Proposed shutdown for Degreeworks upgrade, June 26th from 5:30 p.m. Will not affect MyPortal or Banner.
3. June 30th, 5 p.m. to midnight, end of fiscal year shutdown. No payment or registration activity allowed. ETS will post a message to notify both campuses.
4. L7 remodel and temporary server relocation: 3 day shut down-Target may be postponed to December. The floor needs to be replaced.
5. Upcoming Patch to ODS and ODS test to address Degreeworks and Banner data to feed into ODS (estimate 6-7 hours, possibly Friday-Saturday, not yet scheduled, preferably between August 15th-Sept 1st). This will coincide with the installation of database encryption.
6. Jerrick will be back from vacation on June 29th.
7. The new ETS project intake process will be rolled out to production internally for ETS this summer.

## II. Priority Issues

1. System problems:
  - a. Financial Aid Refund: Popsel was created for the cross year. Will monitor. Chien will schedule a financial aid consultant to stand by. Rachel is testing.
  - b. Stephen reported that ineligible drop process is dropping people that shouldn't be dropped. (Some who have passed the prerequisites). It is not picking up in SFASRPO. Jerrick is looking into it. Nazy may have some input on this from a process point of view at the user's end. – Monitoring. We will know if it is still a problem by end of spring quarter.
2. Rob Mieso on the DARE (Developmental & Readiness Education) team would like a drop down list for students to enter the reason why they are dropping in MyPortal on the registration tab. We need to know when they need this and valid reasons to list. ETS will need to determine if Banner Baseline would need to be modified. Specifications are needed to include what type of reporting is required and timeline proposed (preferably after 9/20/15). Multiple classes dropped must be considered. Migrating to XE should not have much impact if this is implemented. In addition, a faculty member would like students who dropped to remain on the class list and listed as dropped to be able to contact the student.
3. Argos new release: Self-service, web-enabled, mobile-enabled. On site engagement needs to be scheduled, possibly after August 15th, to work primarily with our technical staff and a few users to move whatever is on the old platform to the new platform and if needed, schedule additional training after September. Will wait until Jerrick returns.
4. Enhancements to student registration: 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. – ETS is working on the pop up message

5. Non-resident, out-of-state students will have their fees waived for the first 6 units every quarter from spring quarter. Adding a new attribute that needs to expire at the end of term. Ready for PROD. Internal ETS Process (DBA, Security and BCG Supervisor review and approval).
6. Student Dashboard:
  - a. Some summer classes are not showing up in dashboard for unofficial transcripts. (Nazy provided CRN#). Chris will look into this.
  - b. Changes to student account balances for Student Life are in process; need PRODN was refreshed 6/17/15 .
7. First week payment reminder and second week payment reminder needs to be automated. Rachel/Jorge have finished watching the training videos for Argos. Folder-level database designer access granted to both. Need to work with Rachel/Jorge further once Jerrick returns.
8. Automate sending e-mails for financial aids for charge backs when the students reduce their load. – Goal is to have it working for fall. Negative dollar transaction with a financial aid code should trigger an e-mail. Needed daily. ETS will investigate.
9. HR needs to add 24 hour sick leave per year for part-time temp or student employees (must be implemented by July 1st). At the beginning of each fiscal year or when newly employed during the year, 24 hours of sick leave must be added to their sick leave bank for the entire year. ETS is working with HR.
  - a. Phase II: Automate information for student employees to feed into Banner automatically. (They don't go through the HR intake process).
10. F-2 (dependents of F-1) and M-2 (dependents of M-1) visa types will be allowed to go to school, effective May 29th. Here is the link of the federal law. They are currently being captured in the suspense file. Both A & R needs to approve this. We need to verify if they are considered international or out-of-state. Need to decide which residency code to use. (5? New code?) They cannot establish residency, do not need insurance, and are not allowed to be full time. Chien will contact the VPs from both colleges for further clarification.

### III. Standing Agenda Items

1. DegreeWorks (D270 will be available for scribing until next year).
  - a. Would like to use the template so that once you reassign one quarter, it automatically reassigns all the other quarters. Kent is building the templates this summer.
  - b. On-site visit for Melissa: Confirmed for Oct. 26<sup>th</sup>-30<sup>th</sup>.
2. Mobile app (Not discussed, waiting for patch release from Calb, Ellucian)
  - 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
- a. Migration completed. Some of the applications that were requested by the auditors were not in OpenCCCApply. 20 did not migrate. June 30th is the deadline for XAP. Joan is in contact with XAP and they are investigating.
  - b. Foothill is interested in the noncredit module. Ellucian has a module called "Elevate" that will handle the noncredit module. Will touch base with Nazy.
  - c. BOG fee waiver module from the State Chancellor's office. Kevin needs the URL for the test instance to submit OpenCCCApply applications. Project status:
    - 1. Report Center training held on 6/17/15.
    - 2. Interface with Banner and rules setup will be done by 6/30/2015
    - 3. QA testing will be done by 7/10/2015
    - 4. BOG WAIVER will go live 7/15/2015 before fall registration starts.
4. BDM: in progress.
- a. FH A&R: FNTI quote for Foothill: \$99K. De Anza's quote: \$40K. Definitely needs to be done. Nazy will talk to Kevin. Rachel handed over student receivable info on CDs to Joe Lampo, which needs to be kept for 7 years. Nazy and Joan reported no money found yet; they are working on it. Quote is good for 120 days.
  - b. Special report of Payroll and HR scanning: will be done end of August, 2015. All of payroll legacy is in BDM. Latest pick up for HR occurred 6/8. After imported, 75% completed.
5. Security: ETS plans 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 give you a code that you must enter to change your password. – Information to team only.
6. ISE : Foothill ISIR (Institution Student Information Report) data load is in Production for FH. Next step is to continue to run one box at a time in PROD. Lisa will touch base with Gary and to update Chien. Possible next project for ISE: Grade roll. All issues for Foothill were internal setup and understanding the rules. Both fin. aid depts. are happy with the product so ETS will purchase it.
7. Moaty would like active division to show the actual date the student was added to the class. Ready for PROD, passed user acceptance testing by both colleges.
8. (nothing to report) e-Bill and e-Refund: July 17, 2015 will upgrade Touchnet payment gateway service to version 6.5 (estimate a couple of hours) which may have a solution for the cashier office to reformat it to look like an invoice. ETS will install 6.5 in test via Banner Connect. ETS will communicate the test schedule to the cashier offices. We hope to raise the priority for e-Refund.
9. (nothing to report) Baseline version to change ed goal: Now available in PROD for students. ETS is testing on giving the counselors the ability to change the ID and run the job in SSB. – needs to streamline both colleges to use SSB, Jerrick is coordinating this change, Deepa will help on procedure documentation.
10. (nothing to report) Touchnet e-commerce marketplace: District finance expected to sign the contract within the next couple of weeks. 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. Once the contract is signed, every department can collect money, making it consistent across the district.
11. Will inquire if SARS Anywhere can handle single sign on. Will no longer need to go to Yosemite; available on the web. We now have a sandbox version of SARS Anywhere. We need some power users to test it (counseling dept). Target is to upgrade in August.

12. Faculty Inquiry Tool (FIT) IR Project: Deepa is updating the specs based on David's feedback. Once done, will be circulated for final approval from both colleges.
13. Working on New Service Level Agreements for:
  - a. The start of a new quarter: Working on the SLA draft.
  - b. Provisioning new accounts and e-mail. ETS has started working on the flow chart.
  - c. Possibly work on end of the quarter next. – End of terms SLA process reviewed with work group, drafting of document is in progress. Document review meeting will be scheduled.