

Banner Student Meeting Agenda

July 16, 2015 8:00-9:00am

I. General Items

1. Student Meeting will be held in the new building in August. There will be a ribbon ceremony on Aug. 3rd and an open house in October. The front door will be open from 8 a.m.-5 p.m.
2. Chien will be off until July 26th.
3. Banner and email shutdown for L7 data center remodeling: Avoid L7 7/10 due to crane work
 - a. Dec 26th and 27th (first choice) or
 - b. Dec 19th and 20th (second choice)
 - c. To move the servers back: Beginning of February or during Feb 12-15th 4 day holiday.
4. Upcoming Patch to ODS and ODS test: Scheduled August 14th-15th. Hardware concern; still investigating. Andrew asked if they're indexing the table more and adding hints? Are they using a view vs. a table? We are analyzing the I/O activities.
5. The new ETS project intake process will be rolled out to production internally for ETS this summer. Official launch, fall quarter.

II. Priority Issues

1. OpenCCCApply application: When a student chooses more than one ethnicity, Banner defaults to none. ETS will check the logic that pulls the data into Banner. OpenCCCApply has more choices than Banner. Raw data is available in OpenCCCApply but is not downloaded to Banner. Nazy will forward CWIDs to Jerrick.
2. Automate sending e-mails for financial aid charge backs when 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. Jerrick is working on an Argos report with daily e-mails. We need the text for the message. We can perform a test run. Two types of e-mails: Students who need to repeat the grants or loans and students that are no longer eligible for BOG waivers. Rachel said that there are other detail codes to include.
3. System problems:
 - a. Overlapping early summer and spring: Students enrolled in a prerequisite in spring for a class that they are trying to enroll in for early summer. When they fail the prerequisite, it takes two more weeks to roll the grades; by that time, they are almost finished with the class and can't be dropped. We need to be able to identify these students as soon as possible.

- b. Financial Aid Refund: Popsel was created for the cross year. Need to move into PROD. New INB jobs created for cashier office to run manually.
 - c. Sleep/wake TGBHOLD needs further discussion.
 - d. Ineligible drop process : Stephen reported that there were students that should have been dropped but were not dropped (did not pass prereq). On July 6th, a class of ESL students (first year experience students) were dropped. ETS is looking at the program.
4. Capturing reasons for dropping classes (target winter qtr) Nothing new to report
- a. Requested from Rob Mieso from the De Anza DARE team
 - b. Possibly a drop down list in MyPortal on the registration tab.
 - c. Banner Baseline modification or custom bolt on? Pop-up?
 - d. Specifications required to include list of valid reasons, what type of reporting is required and timeline proposed (target winter quarter)
 - e. Multiple classes dropped must be considered
 - f. Nazy has concerns: Will it slow down the system? Mandatory or optional?
 - g. How long does the student need to be in the class?
 - h. David will touch base with Rob and Andrew LaManque
5. Argos new release: Will follow up on PO. Self-service, web-enabled, mobile-enabled. On site engagement with ETS needs to be scheduled, possibly after August 15th, to move whatever is on the old platform to the new platform and if needed, schedule additional training after September.
6. Waitlisted students exceeding 21 1/2 units
- a. Will check to see if students are receiving the e-mail when first waitlisted
 - b. Barry sent effected students to the instructors and was told to add them to the class (about 10 students for summer qtr).
7. Student Dashboard:
- a. Spring wasn't showing because probation wasn't run; it's no longer dependent on academic standing.
 - b. Some summer classes 2014 are not showing up in dashboard for unofficial transcripts. (Nazy provided CRN# to Jerrick).
 - c. Changes to student account balances for Student Life are in process.
 - d. Some modifications are still in development
8. First week payment reminder and second week payment reminder needs to be automated. Rachel worked with the Foothill web team to take care of summer. Rachel and Jorge are now trained on how to maintain this Argos report.
9. Enrollment priority check list: Need to review the criteria for transfer students; they should not have a red box for orientation or placement tests. Deepa checked and confirmed with Chris, informed Nazy, asked her for IDs.

10. TEA or student employees will receive 24 hours of sick leave/year at the beginning of the fiscal year or when newly employed (must be implemented by August 5th). In progress.
 - a. Phase II: Automate information for student employees to feed into Banner automatically. (They don't go through the HR intake process).

III. Standing Agenda Items

1. DegreeWorks (D270 will be available for scribing until next year).
 - a. Difficulty saving ed plans. Clicking "save" sometimes gives them an error message, "cannot execute". With the new CAS, DGW should not time out even if MyPortal times out or log you out if time has expired. Chris will find out the max session limit. De Anza is going directly to the DGW url.
 - b. 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.
 - c. On-site visit for Melissa: Confirmed for Oct. 26th-30th. One day needs to be reserved for a session for counselors from both colleges. Kent will work with Nazy on the schedule.
 - d. DGW Upgrade coming this summer. Will decide whether to implement.
2. Mobile app (Not discussed, waiting for patch release from Calb, Ellucian;Chien will follow up)
 - a. Ellucian Go is in conflict with Cal B.
 - 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 e-commerce. Will involve custom code for security, integration with Banner.
3. Open CCCApply
 - a. Some of the applications that were requested by the auditors were not in OpenCCCApply for De Anza; 24 did not migrate. Deadline extended until the end of July for XAP. Ryan has downloaded those 24 applications from XAP. Jerrick and Joan will continue to work with the state chancellor's office.
 - b. Foothill is interested in the noncredit module. Ellucian has a module called "Elevate" that will handle the noncredit module. High priority.
 - 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:
 - Very close from A to Z flow from the OpenCCC bog application to flow to Banner
 - Interface with Banner and rules setup will be done by 6/30/2015

- QA testing will be done by 7/16/2015; many different scenarios; some exceptions may need to be handled manually
- Go live target pushed out to 7/23/2015

4. BDM Progress

- a. FH A&R: FNTI quote for Foothill: \$99K. De Anza's quote: \$40K. Definitely needs to be done. A meeting has been scheduled by Kevin. Rachel handed over student receivable info on CDs to Joe Lampo. Quote is good for 120 days.
- b. HR scanning: will be done end of August, 2015. All of payroll legacy is in BDM. Mid-July we will scan the latest June batch. Last batch will be picked up in July. No longer using PRODN. PRODN data is now a month old.

5. Security: 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. At the end of the month, the plan is to move it into production. Some felt that CWID and DOB should not be used, too readily available. A special text sent to a cell phone or e-mailed may be better.
6. ISE: Jerrick will work with De Anza. We will update the license within a week. Possible next project for ISE: Grade roll.
7. (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. 6.5 is ready to test via Banner Connect. ETS needs to inform the cashier offices the log in and what they need to do to test; test needs to be completed by tomorrow (7/16).
8. (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.
9. (nothing new 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. 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.
10. Will inquire if SARS Anywhere can handle single sign on. Will no longer need to go to Yosemite for SARS grid; available on the web. We now have a sandbox version of SARS Anywhere. Demo done for users. Now users are testing until 7/15. Target is to upgrade after mid-August. In progress.

11. Faculty Inquiry Tool (FIT) IR Project: Mallory has reviewed and approved the specs and will circulate for feedback. . Xiaobin is working with Matt on SSO for APEX.
12. Working on New Service Level Agreements for: (nothing new to report)
 - a. The start of a new quarter: Working on the SLA draft. Would like to automate the change of term.
 - 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.
13. For high school students, cashiering office must manually add charge for the enrollment fee. They would like to automate it. Will get together with Jerrick.
14. Single sign on for ECMS. (requested by Moaty) Will postpone for De Anza until they hire a webmaster. Andrew has this on Foothill's list for fall.
15. Several faculty were having difficulties dropping classes and posting grades. Some faculty were not highlighting the students before dropping. One faculty could not see his grades in PROD. In the future we can test on SSB. There is no confirmation that they submitted their grades. Seeing them in the roster does not verify that they have been submitted and rolled to Banner. Pop up window, e-mail?
16. When instructors give incompletes, the incomplete contracts are sent to A & R but the "I" disappears from the student's grade and they are notified that the grades are missing. ETS will investigate.
17. Dropped before census is IW on active roster; should not be a "W". Effects apportionment. (winter and summer only, 14-15, no pattern).