

Banner Student Meeting Agenda

July 23, 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 sometime after August 3rd.
3. Banner and email shutdown for L7 data center remodeling. Currently having temperature issues.
 - 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 concerns; still investigating. Andrew asked if they are indexing the table more and adding hints? Are they using a view vs. a table? We are analyzing the I/O activity.
5. The new ETS project intake process will be rolled out to production internally for ETS this summer. Official launch, fall quarter.
6. Financial Aid Patch was applied to TST8 by Chris. Will work with financial aid to schedule the move to PROD.

II. Priority Issues

1. Student probation letters need to go out 7/16/15. Nazy will send the text to Jerrick.
2. Ethnicity choices on the 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. Nazy received a report yesterday, approximately 5000 students, mostly De Anza students. Declined to state code is "XD". Nazy will send a sample of the report to Jerrick and he will follow up.
3. 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.
4. 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 PRODN to test. New INB jobs created for cashier office to run manually.
 - c. Sleep/wake TGBHOLD needs to be set up as a nightly job. We only need one job for both campuses.
 - 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. Xiaobin is looking at the program.

5. Capturing reasons for dropping classes (target winter qtr)
 - 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 scheduled a meeting with Rob and will include Andrew and Nazy at a later date

6. 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.

7. Waitlisted students exceeding 21 1/2 units
 - a. APEX report in place
 - b. Will review the displayed message and text in e-mail
 - c. Will check to see if students are receiving the e-mail when first waitlisted
 - d. De Anza had about 10 students this summer; Barry touched base with the instructors and they have asked him to add the students into the class
 - e. This cron job does not need to switch the term

8. Cancel class job needs to start for both campuses for fall. Done.

9. Student Dashboard:
 - a. Some summer classes 2014 are not showing up in dashboard for unofficial transcripts. (Nazy provided CRN# to Jerrick). Not student specific, it was CRN specific.
 - b. Changes to student account balances for Student Life are in development in dashboard. Dashboard was moved to a new server; no longer on weblogic which will make it easier to maintain and restart dashboard.

10. 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.

11. Issues with enrollment priorities:
 - a. Need to review the criteria for transfer students; they should not have a red box for orientation or placement tests. Deepa will check the specifications.
 - b. Some new transfer students have the same status for two quarters (timing issue).
 - c. Some students that have applied but did not take any classes that quarter, will be considered a continuing student the next quarter instead of new. Should check registration date rather than application date.
 - d. Some students who are VA for both colleges.

12. 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, testing the next two weeks.

- 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. For faculty the time out limit is 5 hours; for everyone else it is 1 hour. No complaints from counselors at this time.
 - 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. Users 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. Not in the current road map.
 - 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. We need to switch OpenCCCApply from the old Shibboleth setup to the new Shibboleth environment. Both were setup by Unicon.
 - b. 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.
 - c. Foothill is interested in the noncredit module through the state chancellor's office. High priority.
 - d. BOG fee waiver module from the State Chancellor's office.
 - Project status: Go live target scheduled for 7/27/2015
 - Web Session scheduled 7/22/15 with Nina and action line for aid period issue.
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 August. No longer using PRODN. PRODN data is now a month old.
5. Security:
 - 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. 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, and a personal security question should be used in place of DOB. Alternatives were considered but CWID and DOB was decided upon.
 - b. Direct deposit updates will trigger reports to Bill and Nancy. One person made 15 updates. Process is not user friendly. No confirmation message when completed; they

can't tell if it went through. There is a Splunk report that payroll receives that shows in detail what exactly they are changing. Will add Bill to the Splunk report.

6. ISE: Jerrick will work with De Anza. Possible next project for ISE: Grade roll.
7. 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 needs to inform the cashier offices the log in and what they need to do to test; test needs to be completed by 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 will work with Nazy and Kent. No longer an option on dashboard.
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. 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.
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 7/16. Deepa will ask for feedback from the testers. Target is to upgrade after mid-August.
11. Faculty Inquiry Tool (FIT) IR Project: Mallory has reviewed and okayed the specs and will circulate for feedback. Meeting scheduled Aug. 4th @ 1 p.m. Xiaobin is working with Matt on SSO for APEX.
12. Working on New Service Level Agreements for: (ongoing)
 - 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, nothing new to report) 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? Error message appears with legitimate start and end date. Nazy will forward e-mails to Jerrick.
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). ETS will investigate.

18. eTranscript: New project. Information sheet needs to be completed and returned to XAP.