

# Banner Student Meeting Agenda

August 13, 2015 8:00-9:00 a.m.

## I. General Items

1. Network request down time.
2. Banner and email shutdown for L7 data center remodeling. Currently having temperature issues.
  - a. Dec 26th and 27th (first choice) or Dec 19th and 20th (second choice)
  - b. To move the servers back: Beginning of February or during Feb 12-15th 4 day holiday.
3. Upcoming Upgrade to ODS: 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. Queries typically take a minimum of 2 to 3 minutes. David is in discussion with Ellucian to possibly maximize the use of EDW (warehouse) to offload historical data to increase query speed.
4. The new ETS project intake process will be rolled out to production internally for ETS, demo and training scheduled August 11th. Official launch, fall quarter.
5. Oracle database upgrade and database encryption will require downtime in the future.

## II. Priority Issues

1. Ethnicity choices on the OpenCCCApply application: Nazy received a report, approximately 5000 students, mostly De Anza students. Declined to state code is "XD". There were instances where an "X" ethnicity code for unknown or unreported, had nothing checked for the next question for race. Nazy would like to know how the CCCApply application allows them to skip that question? Jerrick is working with IR's Chen Li. Some race codes from OpenCCCApply did not get transferred to Banner. Jerrick is sending questions to Lee McDonald. Foothill 6%, De Anza 1% have declined to state.
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. Two types of e-mails: Students who need to repeat the grants or loans and students that are no longer eligible for BOG waivers. We need to make sure that they are enrolled for the following quarter if they are eligible for the BOG.
  - a. Rachel recommends to use source code F with a negative transaction, not a negative balance.
  - b. Most common question from students is why do they have a balance on their account. The students need to know that the financial aid had some changes; some owe money, some do not. Many students do not know that they have a reversal until a hold is placed on their account. Report should apply to the current term (summer). Report once or twice for the whole financial aid year is needed as well for potential for collection. Jerrick will have it today.
  - c. A district-wide e-mail needs to go out; if students have any questions, they should contact the financial aid offices. Text for the message needs to be created by the financial aid offices and passed on to ETS.
  - d. For students who are no longer eligible for BOG fee waivers, we need to search for students who have been removed from the exemption table.
3. System problems:
  - a. (monitoring until next summer) 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.

- b. Financial Aid Refund: Popsel was created for the cross year. New INB jobs created for cashier office to run manually. Testing will be conducted in TESTHRS. Test run resulted with zero students. Jerrick will work with Rachel.
  - c. Ineligible drop process: Testing will start 8/13/15. Jerrick will work with Stephen.
  - d. Precursor survey on the desktops to determine if students should take an ESL or English test. How do we get the survey online and take into account partial credit for an answer? Would require custom programming. Another option is possibly using Excel. Redesigning the questions is not an option. Hoping for a solution by November. Meeting will be scheduled with David Ulate, Hung Tran, Stephen Fletcher and Chris Dubeau.
4. 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 met with Rob and will include Andrew and Nazy at a later date. Students who have actually engaged in a class (not during the open registration period) but decided to drop (possibly during the W period).
5. Argos new release: Working on the ICA agreement and P.O. Currently there are a lot of discrepancies with the Argos reports, i.e. not grabbing all the students it is supposed to, or it's saying they have multiple degrees when they don't. Veronica needs the same ARGOS reports as Kent McGee.
6. Student Dashboard: Changes to student account balances for Student Life: Testing still.
7. First week payment reminder and second week payment reminder needs to be automated. Rachel and Jorge are working on it.
8. Proposed changes to enrollment priorities:
- a. Starting fall 2014, everyone whose first term of registration is fall 2014 or later must have ed plan. Current program looks at students who started fall 2014. Students who only attend during the summer will need ed plans entered and approved on-line.
  - b. Review of priorities and specifications will need to be done with probable changes going into effect from winter 2016 (possible do away with full-time, part-time status and making orientation mandatory for all students). Please include Deepa.
  - c. A student who applies for summer without registering for classes, will get a registration date for fall, should apply again for fall. Deepa will look into it.
9. Automate information for student employees to feed into Banner automatically. (They don't go through the HR intake process).
10. In Myportal, once a student is admitted, when they go to registration and click on date to register, they are confused if there is no date to register. They need a message that states that if you did not attend

the previous or current quarter, you need to reapply. Maybe next to admitted, it should show "inactive". Working on this. Deepa has sent mockup of modified screen to Nazy and Joan.

### III. Standing Agenda Items

1. (Nothing new to report) 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. 26th-30th. One day needs to be reserved for a session for counselors from both colleges. Kent will work with Nazy on the schedule.
  - c. Working on scribing for 2015-2016 catalog. 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. It should take 30 minutes-1 hour. 3rd or 4th week in fall quarter may work (October). Does not effect international students.
  - b. A & R could not get into the administrator or reports center. ETS rebooted the server and it seems to be okay.
4. BDM Progress
  - a. FH A&R: FNTI quote for Foothill: \$99K. De Anza's quote: \$40K. Rachel handed over student receivable info on CDs to Joe Lampo. Quote is good for 120 days. Kevin McElroy feels that the colleges should pay. Joe Moreau will follow up with VP of Finances for both colleges. Nazy will follow up with Kevin also. Once funds are finalized, the FOAP needs to be created by finance department; once created, we can contact FNTI.
  - b. Deepa is working with De Anza financial aid dept. to implement BDM.
  - c. HR scanning: will be done end of August, 2015. All of payroll legacy is in BDM. Last batch will be picked up in August. No longer using PRODN. PRODN data is now a month old.
  - d. International Student Office is also interested in using BDM.

(Following items were not discussed due to time constraints).

1. Security: New password reset protocol: Waiting for BC approval to move to PROD. Text for instructions need to be reviewed for the portal. Error message to be reworded plus A & R contact info to be added.
2. ISE: Jerrick will work with De Anza. May possibly be used for TGPHOLD. Possible next project for ISE: Grade roll and nightly AR routine. We need to create generic accounts for other departments, i.e. cashier office.
3. e-Bill and e-Refund: Upgraded PROD to version 6.5 which may have a solution for the cashier office to reformat it to look like an invoice. ETS sent an e-mail to Cylinda requesting the 6.5 manual.
4. (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. Testing will start next week in TST8.

5. Touchnet e-commerce marketplace: Kevin McElroy scheduled a meeting on 7/29/15 to discuss. 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. De Anza may not be interested in marketplace.
6. Will no longer need to go to Yosemite for SARS grid; available on the web. Target is to upgrade after mid-August.
7. Faculty Inquiry Tool (FIT) IR Project: Mallory has sent some edits that Deepa will need to incorporate in the specs. Xiaobin is working with Matt on SSO for APEX. Moving forward.
8. 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.
9. For high school students, cashiering office must manually add charge for the enrollment fee. They would like to automate it. We have info from Rachel; we need to document specs.
10. 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.
11. 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. Procedure associated with active roster needs to be investigated, especially for term spanning classes.
12. 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. Not sure if it is a user end problem or system problem. ETS will investigate.
13. Dropped before census is IW on active roster; should not be a "W". Effects apportionment. (winter and summer only, 14-15, no pattern). Lourdes ran reports so that records could be corrected. Chris will touch base with Lourdes. Kathleen Moberg made updates on SACCACL; Rachel is wondering if this is related.
14. eTranscript: New project. Information sheet completed and sent for Foothill; reviewing De Anza's contact sheet. Both colleges received mini-grants to use eTranscripts, in addition to Credentials, which transfers transcripts info directly into Banner from other community colleges.