

Banner Student Meeting Agenda

August 20, 2015 8:00-9:00 a.m.

I. General Items

1. Banner and email shutdown for L7 data center remodeling.
 - a. Dec 26th and 27th (first choice) or Dec 19th and 20th (second choice). Not confirmed yet, current calendar does not extend that far; may have construction delays.
 - b. To move the servers back: Beginning of February or during Feb 12-15th 4 day holiday.
2. Upcoming Upgrade to ODS: CPU was added to the ODS server. 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.
3. Thanks to David and his interview committee, a new 3SP programmer will be joining soon.
4. Remote DBA will be joining soon to help with ODS upgrade and encryption.
5. The new ETS project intake process will be rolled out to production internally for ETS fall quarter for pilot testing.
6. Oracle database upgrade and database encryption will require downtime in the future. Will be in progress through the end of the year. Upgrade has been applied to PRODN (11.204). We will need help with testing. If everything is fine, will be applied to PROD.

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. Foothill 6%, De Anza 1% have declined to state. The plan is to update Banner for the race code if it is missing and available in the application data. Found problems for students who applied prior to 2009 and reapplied. Lee has created a script to help in this regard.
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. Jerrick needs the text for the e-mail from financial aid. First we can find everyone, and afterward will check the day before only. They need audit reports; need to determine if we need previous and current term.
 - 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.

- 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.
 - e. Need to work on PROD time out issue.
3. (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.
 4. 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. Ready to run again. Jerrick will work with Rachel.
 5. Ineligible drop process: Completed; ready to move to PROD.
 6. Precursor survey on the desktops to determine if students should take an ESL or English test. In process of coding. Canned program in development for English by Edready (math assessment is available). Chien will pass on contact to Stephen.
 7. (nothing new to report) 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).
 8. Argos new release: ARGOS VP of finance has issues with our district standard contract language for our ICA agreement. Chien is working with them and hopes to have it resolved by the end of the week. Currently there are a lot of discrepancies with the Argos reports, i.e. not grabbing all the students it is suppose to, or it's saying they have multiple degrees when they don't.
 9. Student Dashboard: Changes to student account balances for Student Life: Testing still.
 10. First week payment reminder and second week payment reminder needs to be automated. Rachel and Jorge are working on it.
 11. Proposed changes to enrollment priorities

- a. Starting fall 2014, Everyone whose first term of registration was fall quarter 2014 or later must have an ed plan. 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 is working with David and will work with Xiaobin for the changes.
12. Financial Aid request: Automate information for student employees to feed into Banner automatically. (They don't go through the HR intake process).
13. In Myportal, once a student is admitted and 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. Deepa has sent a proposed mockup of the modified screen to Nazy and Joan. Some students want a date to register prior to running time tickets. Countdown clock possible?

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; Joe M. 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). Need to coordinate with State Chancellor's office. Does not affect international students.
 - b. Occasionally there are students who apply but are not uploaded to Banner. They provide proof and we can see their app in OpenCCCApply. Nazy will provide sample info. Lee said that sometimes it is due to field lengths. Chien will touch base with Lee.
4. BDM Progress
 - a. FH A&R: FNTI quote for Foothill: \$99K. De Anza's quote: \$40K. Joan will give Chien the FOAP and quote. Rachel handed over student receivable info on CDs to Joe Lampo. Quote is good for 120 days. Foothill is still waiting for the money.
 - 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.

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; waiting for De Anza's info.
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. The user code must be embedded in the processes.
3. e-Bill and e-Refund: e-Refund is not a part of e-commerce. Real time invoice was presented with 6.5; however, no info available (6.5 manual and powerpoint presentation requested). Chien will continue conversation with Cylinda.
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 soon in TST8.
5. Touchnet e-commerce marketplace: Colleges have not decided whether to go with marketplace; very expensive, still in negotiations. Celebrity Forum is currently using Touchnet for credit card payments without using marketplace; a similar solution may work for the International student office's Sunapsis system.
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. Needed for winter quarter registration.
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. (Moaty) Drop for non-payment web time: 11:59 p.m.? Needs clarification.
12. 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.

13. 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, inconsistent. ETS will investigate and will test.
14. 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.
15. eTranscript: New project. Information sheet completed and sent for both colleges. Next step, training.