

# Banner Student Meeting Agenda

September 3rd, 2015 8:00-9:00 a.m.

## I. Hot items – Due within next 60 days

Items	Requested department	Due date
Password reset program deployment. Matt needs to look into one issue.	A&R	September 14, 2015
New ICA/contract agreement with FNTI to pick up DA legacy paper documents for scanning	DA A&R	September 14, 2015
Department of Education visit 	De Anza Financial Aid	September 14, 2015
Visit of rDBA to campus to discuss Oracle database and ODS issues	ETS	September 15 -17, 2015
Financial Aid chargeback email letter *	Cashier office/Financial Aid	September 25, 2015
Degree work on site visit – Ellucian consultant	A&R	October 26-30, 2015
FH Orientation deployment to MyPortal. Conference call scheduled 9/3/15. 	FH A&R, Denise Swett	October 30, 2015
Oracle database 11.02.04 move to production. Need to test INB and SSB in PRODN by mid-Sept. 	All	2 <sup>nd</sup> week of October?
ARGOS new release web version installation (waiting for PO)	All	Week of November 9
Banner system and email shutdown December 19th-20th Because of data center remodel	All	December 19, 20, 2015
eTranscript * Need questionnaire completed by both colleges. Training scheduled 9/15/15 12:30-2:00 p.m.	A & R	
ISE for grade roll*	A & R	
Baseline version to change ed goal for counselors"	Counseling	
SARS anywhere upgrade	Student Services	
eBill: Next step to generate a student invoice. Rachel will send Deepa a sample invoice.	Cashier office	

- \* Note the details below in other issues section

-  Hot, on fire.

- Dept. of Education Visit to DA financial aid: Program review for 14-15 and 15-16. They have conducted reviews for Fresno State College (not Banner school) and a few schools in southern California (Lisa will try and find contacts for them). They will review everything attached to receiving aid: Consumer info, proper A & R procedures and policies. Preliminary files have already been sent.
- \* 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.
  - 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. ISE: Next project for ISE: Grade roll. Generic accounts were created; (decided on FHCS and DACS for Cashiering Services, FHAR, DAAR for Admissions and Records). The user code must be embedded in the processes. Financial aid users had a Webex session with Paul 8/25/15. Will set up regular meetings. We need a project timeline, requirements, scope and schedule. Target is to have it in place for fall grades. Nazy asked if there is potential for ISE to be used for academic and progress probation; Jerrick thought probably not since it is only one INB job.
  4. Baseline version to change ed goal for counselors: Now available in PROD for students; the counselors need to be in sync with the students. ETS is testing the capability for the counselors to change the ID and run the job in SSB. –ETS needs to streamline for 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. 72 hours before the drop for nonpayment date, exclude co-enrolled students who are auto-enrolled in classes from being dropped for nonpayment. Code modifications are not ready for production. The workaround is for Rachel to manually exclude these students; she needs the list from the noon and 4 p.m. auto enroll job to cross reference which students are enrolled at the other college. It was decided to stop the 8 p.m. and midnight auto-enroll job. Moaty brought up the suggestion to run the drop for non-payment at 11:59 p.m. Rachel explained that if you give a specific time, the cashier office gets bombarded with calls and e-mails since the students often wait until the last minute.

## II. Other Issues

1. Lisa confirmed that they would like to go with the specific requested Ellucian consultants, Ken Whitelaw for SAP re-write and Dave Brunner for auto-packaging.
2. Foothill counseling is requesting 3 new eSARS links for student online appointments before fall quarter starts. In progress.
3. Precursor survey on the desktops to determine if students should take an ESL or English test. Both colleges are interested. Hung Tran is working on it. In progress.
4. Password reset discussion: Stephen reported that phone numbers in Banner sometime appear with the area code in the front and in the back of the telephone number.
5. 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). Committee will meet in Sept. Please include Deepa. ETS needs to know the timeline if changes are agreed upon. Group 8 needs to be examined further; channel changes?
6. DA online orientation: Link has been added to their webpage. Will use existing Apex solution with new code after Not Anymore video goes live. Channel is ready, data upload is in place. Ready for testing. Last requirement: Argos report (not critical for Go Live).
  7. 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. Jerrick and Deepa will investigate and will test.

### III. Standing Agenda Items

1. (monitoring until next April or May) 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.
2. (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 can appear after the drop is submitted, letting them know that they successfully dropped the class? List of up to 5 reasons so that it is quick for the students to reply?
  - 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).
3. Financial Aid request: Automate information for student employees to feed into Banner automatically. (They don't go through the HR intake process). Meeting scheduled with users.
4. 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 and Veronica will work with Nazy on the schedule; meeting needs to be scheduled.
  - c. Working on scribing for 2015-2016 catalog. DGW Upgrade coming this summer. Users will decide whether to implement.

5. Mobile app (Not discussed, waiting for patch release from Calb, Ellucian; Joe M. is following 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.
  
6. 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. Nancy will provide sample info to Chien to forwards to Lee. Lee said that sometimes it is due to field lengths. Chien touched base with Lee.
  
7. BDM Progress
  - a. FH A&R: FNTI quote for Foothill: \$99K. De Anza's quote: \$40K. Chien received De Anza's the FOAP and quote. Will work on De Anza first. Rachel handed over student receivable info on CDs to Joe Lampo. Quote is good for 120 days. Foothill is still waiting for the money. Can FNTI destroy FH's duplicate microfiche? Cost? Need additional cabinets in BDM?
  - 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 pickup 9/15/15. Currently processing 49 boxes.
  - d. International Student Office is also interested in using BDM for fall 2016.
  
8. 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.
  
9. 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.
  
10. Faculty Inquiry Tool (FIT) IR Project: Waiting for approval of specs update from Mallory. Xiaobin is working with Matt on SSO for APEX. Moving forward.
  
11. 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.
  
12. For high school students, cashiering office must manually add charge for the enrollment fee. They would like to automate it. Spec approved by user, over to development (BC). Needed for winter quarter

registration.

13. 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.
14. 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.
15. 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.