

# Installment Plan Steering Committee Meeting Minutes

## July 23, 2013

**Attendees:** Chien Shih, Joe Moreau, Denise Swett and Kari Elliott (note taker).

Installment plan will go live August 22, 2013.

- One place where students can see all payment options.
- Students will begin using early September.

Policy decision needs to be made on drop policy.

1. Implement installment plan first and drop policy later.
2. Implement installment plan and overnight Banner drop process.
3. Implement installment plan and pay to stay at registration.

Option one is recommended over the other two.

1. Focus on installment plan and stabilize before implementing a new implementation.

Foothill is ready to do option two.

1. Foothill has marketing plan in place for rolling drops
2. If problems come up, drops do not have to occur.
3. Foothill is willing to share their marketing plan with De Anza.

Need to have both colleges agree to same policy. De Anza did not have a representative present at meeting. Denise Swett will schedule another meeting with all key players (management and functional users) to agree to a policy.