

## **Clockwork Project Team Meeting Minutes**

### **August 19, 2014 11:00 a.m.-12:00 p.m.**

Participants: Marilyn Booye, Roland Amit, Camela Xuereb, San Lu, Chien Shih, Jerrick Woo, Jim Clow, Mary Baddam, Ryan Anthony, Linda Koyama

- I. Mary had a chance to touch base with both colleges last week to answer questions regarding the configuration documents. Another call is scheduled with De Anza tomorrow, Aug. 20th. Mary will know by tomorrow if she has received everything she needs. She will confirm by e-mail.
- II. Data from Clockwork can be uploaded back to Banner by extracting data via an excel file and uploading from this file to Banner.
- III. Mary confirmed that the three tier infrastructure, web tier, application tier and server tier has been set up and is working with no problem.
- IV. Configuration documents: Foothill DSPS sent everything Clockwork needs; however, questions still may come up while they are configuring the system and more info may be needed. For Foothill veteran's, Mary will give Foothill what she had set up for a previous school (Univ. of South Florida) and Foothill can make changes once it was reviewed. De Anza DSPS still waiting for the Test Booking configurations. Some forms require a signature by the students.
- V. Log in authentication still in need from IT. Mary needs to understand how the Luminus Portal SSO works. Chien will assign someone from ETS and will set up a meeting with Mary for SSO. Matt and Ryan will need to decide what to use (Shibboleth, LDAP).
- VI. Still need the outlook sync configuration. Exchange server url and the delegated account that has read and write access to all the staff calendars that they will be sync with. One account for all 50 users total divided among the three databases. San and Marilyn will send a list of staff e-mail accounts (counselors, advisers, interpreters, test proctors) to Ryan and copy Mary as soon as possible. (8/20/14: Marilyn and San have agreed to a 70/30 split of the licenses as per the PO which would give De Anza 35 and Foothill 15.)
- VII. SMTP setting is also needed to send out e-mail. (appointment reminders, instructor reminder).
- VIII. Last week Clockwork configured the Banner sync. Mary sent the columns that are coming from the student store procedure from Banner. If the users need other fields, they need to let Jim know as soon as possible. Student info is received real time (under 3 seconds). The data sync will happen every night for course information. (Will be covered in training). For the student data procedure Mary needs the student user name and for the courses procedure she needs the instructor name. Marilyn will send a couple of test CWID's for fall to Jim and Mary.

- IX.** Data Migration: One-time upload of disability students: Marilyn found out that FERPA restrictions prevents the release of all the existing disability students names, along with their accommodations and disabilities on an Excel spreadsheet for a one-time upload. ETS can provide a batch file for a one time upload or the DSPS depts. can add students one-by-one, real time. Optional, up to the colleges.
- X.** Forms requiring student signatures that satisfy the regulations of Title V:
- A. Signature pads (Topaz is the commonly used one) can work with Clockwork software by adding templates into Clockworks and having them sign on the signature pad which is then stored in the database in Clockworks (disadvantage of tying to one terminal).
  - B. Can generate the form in pdf or word format, print it out, have the student sign it and scan it back into Clockwork. (Not the best option if we're trying to go paperless).
  - C. Generate an electronic signature by providing a pop-up message box. Mary will need to consult with the developers to see what is possible and what is the best option .