

Banner Student Meeting Agenda

July 30, 2015 8:00-9:00 a.m.

I. General Items

1. Student Meeting will be held in the new ETS building (D120) in August. There will be a ribbon ceremony on Aug. 3rd and an open house in October. The front door will be open from 8 a.m.-5 p.m.
2. Chien will be off until sometime after August 3rd.
3. (nothing new to report) Banner and email shutdown for L7 data center remodeling. Currently having temperature issues.
 - a. Dec 26th and 27th (first choice) or
 - b. Dec 19th and 20th (second choice)
 - c. To move the servers back: Beginning of February or during Feb 12-15th 4 day holiday.
4. (nothing new to report) Upcoming Patch to ODS and ODS test: Scheduled August 14th-15th. 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.
5. (nothing new to report) The new ETS project intake process will be rolled out to production internally for ETS this summer. Official launch, fall quarter.

II. Priority Issues

1. Ethnicity choices on the OpenCCCApply application: Nazy received a report yesterday, approximately 5000 students, mostly De Anza students. Declined to state code is "XD". It may be that the applicant did not pick any race.
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.
 - a. Rachel recommends to use source code F.
 - b. 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.
3. System problems:
 - a. (nothing new to report) 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. We need to be able to identify these students as soon as possible. ETS will investigate.
 - b. Financial Aid Refund: Popsel was created for the cross year. New INB jobs created for cashier office to run manually. Xiaobin is working on the code; ETS needs to inform the cashier offices which test instance will be used to test so that they can compare the student accounts.
 - c. Hasan set the TGPHOLD jobs to run in sequence every two minutes. ETS needs to be alerted if the cron job fails to rerun it.

- d. (nothing new to report) Ineligible drop process: Stephen reported that there were students that should have been dropped but were not dropped (did not pass prereq). On July 6th, a class of ESL students (first year experience students) were dropped. Xiaobin is looking at the program. There is a pending test with Stephen.
4. (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 scheduled a meeting with Rob and will include Andrew and Nazy at a later date.
5. Argos new release: Working on the ICA agreement. Self-service, web-enabled, mobile-enabled. On site engagement with ETS needs to be scheduled, possibly after August 15th, to move whatever is on the old platform to the new platform and if needed, schedule additional training after September.
6. Student Dashboard:
 - a. Some summer classes 2014 are not showing up in dashboard for unofficial transcripts. (Nazy provided CRN# to Jerrick). Not student specific, it was CRN specific.
 - b. Changes to student account balances for Student Life: Tested ok, will be moved to PROD.
7. First week payment reminder and second week payment reminder needs to be automated. Rachel and Jorge are working on it. Will monitor until fall.
8. Issues with enrollment priorities:
 - a. Modifications were made to pick up EPS/Veteran students entered in summer.
 - b. New applicants in spring, not registered until summer will be considered new students for fall priorities.
 - c. Joan also brought up that students who take counseling 200 only in the spring should still be considered new students in the fall.
9. TEA or student employees will receive 24 hours of sick leave/year at the beginning of the fiscal year or when newly employed (must be implemented by August 5th). In progress, more testing 7/30/15.
 - a. Phase II: Automate information for student employees to feed into Banner automatically. (They don't go through the HR intake process).

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. 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 affect international students.
 - b. The 24 missing applications from XAP were migrated with Roland's help. One left to be verified.
 - c. Noncredit module is not available from the state chancellor's office.
 - d. BOG fee waiver module from the State Chancellor's office went live 7/27/15. Jerrick and Jim are working with the financial aid offices and the Ellucian action line for aid period issue; Xiaobin is also investigating.
4. BDM Progress
 - a. FH A&R: FNTI quote for Foothill: \$99K. De Anza's quote: \$40K. Money is there; next steps? Rachel handed over student receivable info on CDs to Joe Lampo. Quote is good for 120 days.
 - b. 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.
5. Security: New password reset protocol: Waiting for BC approval to move to PROD.
6. ISE: Jerrick will work with De Anza. May possibly be used for TGPHOLD. Possible next project for ISE: Grade roll and nightly AR routine.
7. 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. Jorge and Rachel will be working on this.
8. (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.
9. Touchnet e-commerce marketplace: Demo given on 7/29/15. 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.
10. Will no longer need to go to Yosemite for SARS grid; available on the web. We have info from Rachel, need to document specs.
11. Faculty Inquiry Tool (FIT) IR Project: Mallory has reviewed and approved the specs and will circulate for feedback. Meeting scheduled Aug. 4th @ 1 p.m. Xiaobin is working with Matt on SSO for APEX. Moving forward.

12. 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.
13. For high school students, cashiering office must manually add charge for the enrollment fee. We have info from Rachel and need to document specs.
14. 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.
15. (nothing new to report) 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.
16. (nothing new to report) 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.
17. (nothing new to report) 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.
18. (nothing new to report) eTranscript: New project. Information sheet needs to be completed and returned to XAP. Both colleges received mini-grants to use eTranscripts, in addition to Credentials, which transfers transcripts info directly into Banner from other community colleges.