

## Brady, Cory M.

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**From:** Brady, Cory  
**Sent:** Tuesday, January 24, 2012 7:25 PM  
**To:** WebAdvisor Project Committee  
**Cc:** Garnick, Everett; McGowan, Arlene; Walter, DyAnn; Hannon, Carol  
**Subject:** WebAdvisor: Updated Agenda (#2) and Reminder of Next Meeting (Wednesday, 01/25/2012)

Team,

Just another reminder that our next meeting will be **Wednesday, January 25, 2012 at 2:00 PM to 4:30 PM**. However, below is the updated agenda and CCCConfer dial-in information.

*Please let me know if you have any items to add.*

### MEETING DETAILS:

**Status:** Active

**Title:** SBCCD - WebAdvisor Meeting

**College/Group/Org:** San Bernardino CCD

Date	Start time	End time
1/25/2012	2:00 PM	4:30 PM

### PARTICIPANT DETAILS

- > Dial your telephone conference line: **(888) 886-3951**
- > Enter your passcode: **488704**
- > Go to [www.cccconfer.org](http://www.cccconfer.org)
- > Click the Participant Log In button under the Meet & Confer logo
- > Locate your meeting and click Go
- > Fill out the form and enter the passcode: **488704**

### Tentative Agenda for Wednesday, 01/25/2012:

- **WebAdvisor:**
  - **Reported Issues**
    - **Discussion:** Some faculty have reported that the 'building' information is not showing on the student's schedule.
  - **Updating of Contact Information**
    - **Review:** Requiring **ALL** users to update their contact information every 90 days when logging in to WebAdvisor.
    - **Follow-Up:** Providing the verbiage for the contact information page. (Dan)
  - **Search/Register Schedule Availability Update**
    - **Review:** Change Search/Register Schedule pages to show cross-listed sections as closed when global capacity has been reached.
    - **Follow-Up:**
      - Crafton has sent signed program request, but DCS has yet to receive it. (Larry)
      - Valley hasn't sent it yet. (Dan)

- **Misc Notices**
  - **Follow-Up:** Change cron paragraph parameters to limit Financial Transaction notice to include only AR.TYPE = '01' invoices and payments. (Cory)
  - **Follow-Up:** Enable the existing detail option for the Financial Transaction notice. (Cory)
  - **Follow-Up:** Change e-mail paragraph removing the college links. (Cory)
- **Grade Submission**
  - **Follow-Up:** Change in schedule to discontinue Campus Central: Gradebook
  - **Follow-Up:** Sending of the 'Where we are at and where we are going' notice (Everett)
  - **Follow-Up:** PDF 'Incomplete Forms' availability on websites (Larry/Dan)
  - **Follow-Up:** Update of Help tab for Grade Submission page (Joyce)
  - **Follow-Up:** Adding of paragraph to the top of the Grade Submission Confirmation Page (Joyce)
  - **Follow-Up:** 'How-To' Documentation for Faculty on Grade Submission (Carol/DyAnn)
  - **Follow-Up:** Video on Grade Submission process (Arlene)
  - **Future Items:**
    - **Training of Admissions Staff – provided by User Liaison (est. week of Feb 6<sup>th</sup>)**
    - **Training of Dean Secretaries – provided by Admissions Office (est. week of Feb 13<sup>th</sup>)**
- **Registration:**
  - **Priority Registration for Foster Youth:**
    - **Follow-Up:** Still waiting for programming request paper work.
  - **Working Session:** Updating the Help text in WebAdvisor and information provided to students by Helpdesk.
- **Ecommerce:**
  - **Follow-Up:** 2<sup>nd</sup> PayPal Account for Card Swipe Terminals
- **Credentials/Transcript Request Page**
  - **Review:** Paragraph verbiage for link pages on WebAdvisor.
  - **Discussion:** Which WebAdvisor links should be replaced for transcript requests?
- **Colleague**
  - **Server Migration**
    - **Follow-Up:** Latest on issues with hardware.
    - **Continued Discussion:**
      - User Testing (Mar 1<sup>st</sup> thru Mar 19<sup>th</sup>)
      - Specifics on items
      - Communication to users
  - **Patch Testing Schedule for Jan/Feb**
    - R18Test/R18Dev – **41 Patches Installed (Jan 11<sup>th</sup> thru Jan 15<sup>th</sup>)**
    - DCS Testing/Re-Customization **(Jan 16<sup>th</sup> thru Feb 2<sup>nd</sup>)**
    - Send out Initial Patch Testing Notice **(Jan 26<sup>th</sup>)**
    - Send out Test Plan Notifications **(Feb 3<sup>rd</sup>)**
    - User Testing **(Feb 6<sup>th</sup> thru Feb 8<sup>th</sup>)**
    - R18Live – Patches installed **(Feb 11<sup>th</sup> / Feb 12<sup>th</sup>)**
- **Open Discussion**
- **Next Meeting**

o Wednesday, February 1<sup>st</sup>, 2012 from 2:00 PM to 4:30 PM

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**"Time is the predator and we are the prey."**

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