

## Brady, Cory M.

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**From:** Brady, Cory  
**Sent:** Wednesday, February 01, 2012 11:28 AM  
**To:** WebAdvisor Project Committee  
**Cc:** Garnick, Everett; McGowan, Arlene  
**Subject:** WebAdvisor: Reminder / Updated (#2) Agenda (02/01/2012)

Team,

Just a reminder that we have a meeting today. Below is the updated agenda and conference call information for this week's meeting. It has been requested that we hold a vendor conference call from 3:00 PM – 4:00 PM during our meeting as well, so the majority of the meeting will be from 2-3:00 pm.

Please send me any items you wish to add to the agenda.

### MEETING DETAILS:

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

### PARTICIPANT DETAILS

- > Dial your telephone conference line: **(888) 886-3951**
- > Enter your passcode: **213198**
- > 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: **213198**

### Tentative Agenda for Wednesday, February 1<sup>st</sup>, 2012 from 2:00 PM to 4:30 PM:

- **Vendor Conference Call:**
  - **Cisco Contact Center Demo from 3:00 PM to 4:00 PM.**
    - Cisco will be demoing their Unified Contact Center solution. We are hoping to use this as a replacement for a majority of our current call trees.
    - Since the demo is scheduled during our WebAdvisor meeting, and key users are in both meetings, it has been asked if we can have this demo as part of today's agenda.
- **Working Sessions:**
  - **WebAdvisor: Registration**
    - **Review and Update:** The Help Tab text for Registration, and provide it to the Helpdesk to answer student questions based on our changes to the delivered registration process.
  - **WebAdvisor: Credential's Transcript Request Page**
    - **Review and Update:** The transcript request links on WebAdvisor. Determining which should be replaced or updated.
    - **Review and Update:** The verbiage for the main transcript request pages.
- **WebAdvisor:**

- **'My Class Schedule', 'Search/Register' and 'Section' Information Changes**
  - **Follow Up:** Change the building and room formatted information to match up with how its displayed on the Registration Statement (ie. "Business, Room 101" to "B-101") (Joyce)
- **Grade Submission**
  - **Follow-Up:** 'How-To' Documentation for Faculty on Grade Submission (Carol/DyAnn)
  - **Follow-Up:** Video on Grade Submission process (Arlene)
    - **Completed:** <https://webadvisor.sbccd.cc.ca.us/Videos/HowToSubmitGrades/>
  - **Future Items:**
    - **Action Item:** (Cory) WebAdvisor 'Grading' link will be made available morning of Feb 17<sup>th</sup>.
    - **Scheduled Training:**
      - Valley – Admissions & Records: Feb 8<sup>th</sup>
      - Valley – Deans, Secretaries: Feb 15<sup>th</sup>
      - Crafton – A&R, Deans, Secretaries: Feb 10<sup>th</sup>
    - **Faculty Training:**
      - Still to be scheduled.
- **'SARS-Alert' Link**
  - **Discussion:** Make new WebAdvisor submission page available, after confirming verbiage for pages.
- **Registration**
  - **ASG Card Purchase Changes**
    - **Follow-Up:** Still waiting for user testing to be completed. (Larry)
  - **Priority Registration for Foster Youth:**
    - **Follow-Up:** Paper work received from both campuses. Next steps (Joyce)
- **E-Commerce**
  - **Follow-Up:** 2<sup>nd</sup> PayPal Account for Card Swipe Terminals
  - **Follow-Up:** Health & Wellness at CHC is wanting to due credit card payments. (Joe)
- **Institutions**
  - **Discussion:** Cleanup of duplicate institutions
- **Degree Audit**
  - **Follow-Up:** SB 1440 meeting (Joe/Dan)
- **Colleague**
  - **Server Migration**
    - **Follow-Up:** Latest on issues with hardware.
    - **Follow-Up:** Specifics on Timeline
      - Still working on details.
        - Servers should be ready for testing by March 1<sup>st</sup>.
        - User Testing (Mar 1<sup>st</sup> thru Mar 19<sup>th</sup>)
    - **Discussion:** Specifics of items to test vs. 'Regular User Testing'
- **Next Meeting:**

- **Discussion:** Primary CHC representatives will be unable to attend the February 8<sup>th</sup>, 2012 meeting, so it has been cancelled.
- **Next Meeting scheduled for:** Wednesday, February 15<sup>th</sup>, 2012 from 2:00 PM to 4:30 PM.

Cory Brady \* Senior Programmer / Analyst \* San Bernardino Community College District \* 441 West 8th Street, San Bernardino CA 92401 \* Tel 909-384-4366 \* Fax 909-885-3371 \* [cbrady@sbccd.org](mailto:cbrady@sbccd.org) \* [www.sbccd.org](http://www.sbccd.org)

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

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