

## Brady, Cory M.

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**From:** Brady, Cory  
**Sent:** Wednesday, February 15, 2012 12:43 PM  
**To:** WebAdvisor Project Committee; Ongoco, Penny; Alamsyah, Lidya; Sifford, Eloise  
**Cc:** Garnick, Everett; McGowan, Arlene; Walter, DyAnn; Hannon, Carol; Bond, Joyce  
**Subject:** WebAdvisor: Reminder and Updated Agenda for today's meeting (02/15/2012)  
**Attachments:** WebAdvisor-GradeSubmission-UserGuide.pdf

Team,

Just a reminder that our next meeting is **today** (Wednesday, Feb 15, 2012). Below is the updated agenda and conference call information for today's meeting.

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

### MEETING DETAILS:

Date	Start time	End time	Duration	Closed Caption
2/15/2012	2:00 PM	4:30 PM	150	No

### PARTICIPANT DETAILS

- > Dial your telephone conference line: **(888) 886-3951**
- > Enter your passcode: **188532**
- > 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: **188532**

### Updated Agenda:

- **Time Sensitive Topics:**
  - **WebAdvisor**
    - **E-Commerce**
      - **Follow-Up/Discussion:** Setup of 2<sup>nd</sup> PayPal Account and Card Swipe Terminals.
        - User accounts and permissions have created for those who have access to the 1<sup>st</sup> PayPal account. Users should have received an e-mail.
        - Suggested tasks to complete:
          - **Datatel Setup**
            - Create 2 New Payment Methods with e-Commerce enabled.
            - MC2 – Master Card (Swipe)
            - VS2 – VISA Charge (Swipe)
          - **Modify Existing Payment Methods** adding CMPS office code to remove from CREN for operators.
            - MC – Master Card
            - VS – VISA Charge

- Create 2 Additional Provider Accounts (ECPA)
      - **Existing:**
        - STCDPRES – Card Present (Live)
        - STCDPTEST – Card Present (Test)
      - **New:**
        - STCDSWIPE – Card Swipe (Live)
        - STCDWTEST – Card Swipe (Test)
    - Modify Existing Provider Account Mappings (EPAM)
      - PAYPAL
        - Add INTERNETCC (Internet Credit Card) transaction type for Payment Methods
          - MS – Master Card
          - VS – Visa Card
    - Create additional Provider Account Mappings (EPAM)
      - PAYPALCS
        - Add CRDPRES (Credit Card, Card Present) transaction type for Payment Methods
          - MS2 – Master Card (Swipe)
          - VS2 – Visa Card (Swipe)
    - Add New Provider Accounts to Payment Gateway
    - Configure New PayPal Account
      - Setup Merchant Account
      - Configure for Card Swipe layout
    - Update Accounts Receivable Reports
  - **Follow-Up:** Health & Wellness at CHC is wanting to due credit card payments. (Joe)
    - **Question:** Does the Datatel receipt or data entered need to contain the ‘items’ purchased?
- **General Discussion:**
  - **Follow Up:** Need a new name for this group
    - **Task:** Committee members are to bring new name suggestions to next meeting.
  - **Follow Up:** Talking with VP’s on a focus group for faculty related projects.
    - **Task:** Everett will contact Academic Senate Presidents.
    - **Status:** Everett emailed John and Scott regarding the focus group concept. Scott emailed a group of faculty asking for volunteers. Have not heard from John yet.
- **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 was should be replaced or updated.
    - **Review and Update:** The verbiage for the main transcript request pages.

- **WebAdvisor**
  - **Login/Password;**
    - **Discussion:** Special characters like '@' cause the password change to fail in 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")
      - **Status:** Completed.
  - **Contact Information**
    - **Follow Up:** Modification to force user to Contact Information screen at login. (Joyce)
  - **Grade Submission**
    - **Follow-Up:** 'How-To' Documentation for Faculty on Grade Submission (Carol/DyAnn)
      - **Status:** Completed.
    - **Follow-Up:** Add video link to all grading pages (term selection, section selection, grade entry, etc)
      - <https://webadvisor.sbccd.cc.ca.us/Videos/HowToSubmitGrades/>
    - **Training:**
      - Valley – Admissions & Records: Feb 8<sup>th</sup>
      - Crafton – A&R, Deans, Secretaries: Feb 10<sup>th</sup>
    - **Future Items:**
      - **Action Item:** (Cory) WebAdvisor 'Grading' link will be made available morning of Feb 17<sup>th</sup>.
      - **Scheduled Training:**
        - Valley – Deans, Secretaries: Feb 15<sup>th</sup>
      - **Faculty Training:**
        - Still to be scheduled.
  - **Registration**
    - **Schedule**
      - **Follow Up:** Cross-listed Sections need to show global seats available under 'Available/Capacity'
        - **Status:** Completed an now in live.
      - **Follow Up:** Building/Room information needs to be changed to abbreviation (ie. Business 109 to B-109).
        - **Status:** Completed an now in live.
    - **ASG Card Purchase Changes**
      - **Follow-Up:** Larry was to test and sign-off on patch during Feb patch cycle. (Larry)
  - **'SARS-Alert' Link**
    - **Follow Up:** Add link "CHC SARSALRT" to 'Faculty Information' on Faculty Menu
      - **Status:** Completed
    - **Future Tasks:**
      - (Cory) Discontinue Campus Central Link (Start of Fall 2012 (August 1<sup>st</sup>))

- **Institutions**

- **Follow-Up:** Latest list of institutions to merge. (Cory)
- **Follow-Up:** Need to confirm the process for merging and any issues with the process. (Arlene)
  - Merge a few of the institutions and document the process.
  - Include steps of what will be changed on the 'bad' institutions
    - Change Name
    - Add comments
    - ???
  - Need to identify who will have the final say on which institutions will be merged together.
    - Note: Student will be working alongside Ben Midget.
- **Discussion:** Cleanup of duplicate institutions

- **SB1440 / Degree Audit**

- **Follow-Up:** SB 1440 meeting (Joe/Dan) regarding shadow groupings/courses and additional transfer programs to create.
  - **Action Item:** Joe/Dan to send in initial programming request, before we can proceed.
  - **Meeting Notes for 02/02/12**

**Objective:** Turn off the option that shows Planned Courses on the Transcript.

**Phase I**

1. Fix the GPA on the EVAL Report. It does not agree with the Transcript GPA.
2. Create a new Transcript Grouping for Degree Audit.
3. Create two new credit types. 1 for Valley and 1 for Crafton. Currently, only TR is being used. Determine if the existing credit type can be updated to the new credit types.

**Phase II - Include Transfer Courses.**

1. CHC and SBVC will create approximately 40 new shadow courses for Transfers.
2. Enter Transfer Courses as EQUATES, using the shadow courses.
3. Update Transcript to not show the shadow courses.

- **Apportionment – Under Reporting**

- **Discussion:** How using the Contact Hour field to report FTES, based on the state chart values, will affect the existing calculations. (Joyce)
  - **Action Item:** Discussion postponed until we talk to Elias at the state chancellor's office, and instructional offices at the colleges.

- **Colleague**

- **Change in Regular Patch Schedule**

- **Discussion:** Preferred Regular Patch Scheduled
  - **(Current) Six times a year – All other months 'Review/Emergency' cycles (1 month patch cycle)**

**Note:** The 2 patch cycles coincide with the mandatory MIS/Fin.Aid/1098T patches.  
**Note:** Expect Patches to be from 20 to 50 per 'Full Patch cycle'. Based on 10 to 25 patches released in a month.

January '13	March '13	May '13	July '13	September '13	November '13
<b>Patches for:</b> - November '12 - December '12	<b>Patches for:</b> - January '13 - February '13	<b>Patches for:</b> - March '13 - April '13	<b>Patches for:</b> - May '13 - June '13	<b>Patches for:</b> - July '13 - August '13	<b>Patches for:</b> - September '13 - October '13

- **One 'Full Patch Cycle' a year – All other months 'Review/Emergency' cycles (3 month patch cycle)**

**Note:** December/January and June/July will have mandatory MIS/Fin.Aid/1098T patches.

**Note:** Expect Patches to be from 120 to 300 per 'Full Patch cycle'. Based on 10 to 25 patches released in a month.

June '13 / August '13
<b>Patches for:</b> - July 2013 thru June 2014

- **Two 'Full Patch Cycles' a year – All other months 'Review/Emergency' cycles. (2 month patch cycle)**

**Note:** The 2 patch cycles coincide with the mandatory MIS/Fin.Aid/1098T patches.

**Note:** Expect Patches to be from 60 to 150 per 'Full Patch cycle'. Based on 10 to 25 patches released in a month.

December '12 / January '13	June '13 / July '13
<b>Patches for:</b> July 2012 thru December 2012	<b>Patches for:</b> January 2013 thru June 2013

- **Three 'Full Patch Cycles' a year – All other months 'Review/Emergency' cycles. (2 month patch cycle)**

**Note:** December/January and June/July will have mandatory MIS/Fin.Aid/1098T patches.

**Note:** Expect Patches to be from 50 to 125 per 'Full Patch cycle'. Based on 10 to 25 patches released in a month.

January '13	May '13	September '13
<b>Patches for:</b> September 2012 thru December 2012	<b>Patches for:</b> January 2013 thru April 2013	<b>Patches for:</b> May 2013 thru August 2013

- **Server Migration**

- **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>)
- No schedule yet on downtime period.

- **Discussion:** Specifics of items to test vs. 'Regular User Testing'

- **Next Meeting:**

- **Scheduled for:** Wednesday, February 22<sup>nd</sup>, 2012 from 2:00 PM to 4:30 PM.

- **Agenda Items:**

- **Webinar:** FYSI Hot Topic: AB 12 Best Policies and Practices an Integrated Approach

- **Topic:** AB 194 – policies and practices related to implementing priority enrollment for foster youth
- **From:** 2:00 PM to 3:30 PM

- **Academic Programs**

- **Discussion:** Problem when made 'inactive', instead of just ended.

- Notes: Not usable in e-Advising, etc.
- Additional Participants to be invited:
  - SBVC Instruction Office: Corrina Baber, Haragewen Kinde
  - CHC Instruction Office: Vicky Franco, Cheryl Marshall

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

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