

## Brady, Cory M.

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**From:** Brady, Cory  
**Sent:** Wednesday, February 22, 2012 12:00 PM  
**To:** District Applications WorkGroup  
**Cc:** Garnick, Everett; McGowan, Arlene; Walter, DyAnn; Hannon, Carol; Bond, Joyce; Kuck, Dr. Glen  
**Subject:** District Applications WorkGroup (DAWG): Updated Meeting Agenda for 02/22/2012  
**Attachments:** CDSS All County Letter on Foster Youth Documentation 11-21-07.pdf; CCCCCO Advisory on Foster Youth Enrollment Priority 10-25-11.pdf; FYSI Verification of Foster Care Status.doc

Team,

Just a reminder about today's meeting, but also attached are documents for today's webinar.

If you have any additional items for the agenda, please let me know.

### MEETING DETAILS:

**Title:** SBCCD: District Applications WorkGroup (DAWG) Meeting

Date	Start time	End time
2/22/2012	2:00 PM	4:30 PM

### PARTICIPANT DETAILS

- > Dial your telephone conference line: **(888) 886-3951**
- > Enter your passcode: **371609**
- > 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: **371609**

### Agenda for 02/22/2012:

- **General Meeting Issues:**
  - Meeting discussions need to be focused and 1 at a time. Multiple discussion at once is hard to follow, especially over CCConfer.
  - Meeting topics need to be put on the agenda before the meeting starts and not during the meeting. Discussing topics not on the agenda, don't allow staff, who can't spend time at every meeting, a chance to review the agenda and if they have topics they need to be part of, schedule their time accordingly.
    - If new topics are brought up during the meeting, they need to be added to the agenda for the next meeting discussion, so the meeting can continue.
- **Time Sensitive Agenda:**
  - **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

## PARTICIPANT DETAILS

- > Dial your telephone conference line: **(888) 886-3951**
- > Enter your passcode: **219875**
- > Go to [www.cccconfer.org](http://www.cccconfer.org)
- > Click the Participant Log In button under the Webinars logo
- > Locate your meeting and click Go
- > Fill out the form and click connect

- **Academic Programs** (3:30PM to 4:00 PM)
  - **Discussion:** Problem when made 'inactive', instead of just ended.
    - Notes: Not usable in e-Advising, etc.
    - Guests: Corrina Baber, Vicky Franco

- **General Discussion:**

- **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 Stanskas again, waiting for reply.

- **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**

- **Registration**

- **Discussion:** Prerequisites and Enrollment Processes (Everett)
  - The SBVC Academic Senate passed a motion that students should be automatically dropped, instead of placing an asterisk next to their name on the roster, when they have failed to complete the prerequisite class after final grades are submitted.

The current process seems to cause problems especially from fall to spring enrollment when students are enrolled in prerequisite classes during the fall semester and during the registration period for spring. Students who fail to pass the prerequisite class in the fall are identified on the roster after final grades for fall are submitted. Instead of identifying the student, simply drop them and notify them automatically. This will ensure students who have met the prerequisite have the opportunity to enroll in the spring course before the first week of class and plan accordingly.
- **Discussion:** Request the ability to create pop-up windows during registration (Dan)
  - We have received a request from our Instructional Deans for the ability to create a pop-up window during the registration process, advising students of certain salient issues (like this class meets at Big Bear, or on Saturday, or etc. etc. etc.).
- **Follow-Up: ASG Card Purchase Changes**
  - **Task:** User testing completed, and now installed in R18Live.

- **E-Commerce**

- **Discussion:** Possible new Associated Student Fee to ride Omni-trans locally. (Dan)
  - The Associated Students on both campuses are considering charging a new fee. This one deals with allowing students to be able to ride local busses using only their student ID card (which they are currently able to do, but the funds providing this service are

drying up – local colleges are able to continue the service, but only by charging their students a fee to support the service). The fee would be \$7.00 for students taking up to 6 units, and \$7.50 for students taking more than 6 units. Anyone who has dealt with the problems related to the current ASB fee can see where this is going – but I will wait for the next DAWG meeting to get into that. The vote at SBVC is scheduled for late April or early May – not sure what might be happening at CHC. I think we need to consider issues related to this proposed fee, it's refundability (or not) and what happens if it passes on one campus but not the other.

- **Follow-Up/Discussion:** Setup of 2<sup>nd</sup> PayPal Account and Card Swipe Terminals.
  - Base configurations completed.
    - To Go-Live
      - Update EPAM for PAYPAL, removing INTERNETCC
      - Update PMTH for MC and VS, adding CMPS office.
      - Update PMTH for CP removing CMPS office
      - Update PMTH for CPC removing CMPS and adding ACCD office.
  - Card Swipe Machines
    - Setup in Offices
      - Action Item: Arlene to find previous list of identified offices
      - Action Item: (???) Determine and write up Instructions on installation of card machines.
    - Training of Office Staff
      - Action Item: (???) Determine necessary training
      - Action Item: (???) Write the necessary documentation.
    - Update Accounts Receivable Reports
      - Need to add CP and CPC type to Datatel – XSMR Report output
      - Action Item: (Arlene) Determine if both PayPal reports can be combined into 1 excel report.
- **Credential's Transcript Request Page**
  - **Review:** The verbiage for the main transcript request pages before moving to live.
    - **Question:** Will it replace links or will it be two new links?
- **Login/Password:**
  - **Review:** Updated Change Password Page.
    - **Task:** Completed.
- **'My Class Schedule', 'Search/Register' and 'Section' Information Changes**
  - **Follow Up:** Sending out informational notice of change for Cross-Listed sections not showing availability correctly. (Everett)
- **Grade Submission**
  - **Follow-Up:** WebAdvisor 'Grading' link will be made available end of day, Feb 16<sup>th</sup>. (Joyce)
  - **Follow-Up:** Send out informational notification to faculty about availability. (Larry/Dan)
  - **Future Items:**
    - **Action Item:** (Jason/Cory) Make Campus Central: Gradebook inquiry only on May 31<sup>st</sup>.
    - **Scheduled Training:**
      - Crafton – Deans, Secretaries: ??

- Valley – Deans, Secretaries: ??
  - **Faculty Training:**
    - Still to be scheduled.
- **'SARS-Alert' Link**
  - **Review:** Change Link from 'CHC SARSALRT' to "SARSALRT (CHC Only)"
    - **Task:** 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
- **Colleague**
  - **Patch Testing Schedule**
    - **Notes:** Admissions and Records, Counseling recommend 3 times a year on the months: Feb, June, Sept.
    - **Follow-Up:** Sent request to all datatel users on recommendations for new patch schedule.
  - **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:**
  - **Discussion:** Meetings for Feb 29, March 7, 14, 21 and 28
    - Projects due in March require Arlene's and Cory's time from WebAdvisor meetings. Options:
      - No Meetings until April 4<sup>th</sup>
      - or
      - Conference Room reserved for college's to meet together, with User Liaisons each week.
      - or
      - Joyce Bond to lead meetings until April 4<sup>th</sup>.
  - **Scheduled for:** Wednesday, February 29<sup>th</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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