

Brady, Cory M.

From: Brady, Cory M.
Sent: Wednesday, June 06, 2012 3:07 AM
To: District Applications WorkGroup; DAWG.Faculty
Cc: Kuck, Dr. Glen; McGowan, Arlene; Walter, DyAnn; Hannon, Carol; Bond, Joyce T; Tran, Mike; Jones, Dianna
Subject: District Applications WorkGroup (DAWG): Agenda for 06/06/2012
Attachments: Pre-requisistes.docx

Team,

My apologies in getting this out later than I usually do. However, this is a reminder that we have our DAWG meeting this afternoon, and we are now using our summer schedule of Wednesdays from 3:00 PM to 5:30 PM.

Below is the tentative agenda for today's meeting. If you have any additional items to add, please let me know.

District Application Workgroup (DAWG) Purpose:

To provide a communication conduit and working environment to:

- Bring and discuss current issues related to district applications and college services. Including:
 - New and changing State and Federal Mandates
 - New and changing college/district policies and procedures
 - etc.
- To bring stakeholders together to complete tasks and resolve issues related to approved projects and operational tasks.

IMPORTANT NOTE: *This group has no function in prioritizing or accepting projects or programming requests. However, this group can be used to discuss and vet possible projects and programming requests.*

Date	Start time	End time
06/06/2012	3:00 PM	5:30 PM

PARTICIPANT DETAILS

- > Dial your telephone conference line: **(888) 886-3951**
- > Enter your passcode: **921061**
- > Go to 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: **921061**

Meeting Agenda:

- **DAWG:**
 - **Discussion:** Workgroup/Distribution List Membership

Sponsor: Joe Cabrales

- **Student Suggestions**

- **Discussion:** Can you ask to have the fast pass system, used for the admissions and records office as well as the tutoring and writing center appointment system, to be consolidated into a single web page system, that runs within WebAdvisor; so, there would be less issues finding where the correct web page to use for the particular office that the student needs an appointment for. (*Michael Ward, SBVC*)
Sponsor: Dan Angelo

- **Admissions and Records**

- **CCCApply**

- **Discussion:** Should we revisit the idea of implementing CCCBOGW? Will it be a part of OpenCCC?
Sponsor: Dan Angelo
- **Discussion:** Renewal of CCCApply Application vs. Implementing OpenCCC Apply?
Sponsor: Dan Angelo

- **WebAdvisor:**

- **Discussion:** Faculty concerns with Grade Submission (from JoAnn Jones M. Ed.)
 1. Filing grades on Web-advisor does not allow you to print what you have just filed. (not a good idea for faculty or for students)
 2. Filing grades on web-Advisor does not allow the opportunity for you receive an email back confirming that grades have indeed been submitted. (not good for faculty or students) Nor does it send a copy of what you just filed. (not good for students and faculty)
 3. There is not a way to print a roster. (not good for students and faculty) Will this be fixed by fall?
 4. We are unable to print information from Web-Advisor for any purpose.

Sponsor: Cory Brady

- **Discussion:** Should we put together an email for faculty and staff covering what is still available through WebAdvisor from Campus Central and what they should expect in the future.
Sponsor: Dan Angelo/Joe Cabrales
- **FYI:** WebAdvisor timeout for Faculty increased to 1 hour and students to 15 minutes from 7 minutes.
Sponsor: Cory Brady
- **Discussion:** We've received a high number of calls from students that are unable to login to WebAdvisor.

After talking with them to discover what the problem is, we find that they have reset the password and used the new temporary password to login. However, when using the temp password, it requires them to change the password. On the change password form, it prompts them to enter their 'old password' which is confusing several students. I, and many of the A&R staff understand that this is a standard on the web and should not be confusing, but we're dealing with students.

My recommendation is to change the wording to 'Old/Temporary Password' in hopes that it may reduce the confusion of these students that need a lot of help.

Sponsor: Larry Aycock

○ **Grading**

- **Discussion:** GROS – Grade Roster: Doesn't show grades because WebAdvisor is posting directly to Verified Grade, and GROS shows Final Grade.

Notes: WebAdvisor was configured to post directly to Verified Grade, so BGUV wouldn't need to be ran. However, 'W' grade when dropping student's still does require BGUV. Should we just have WebAdvisor post to Final Grade, and setup BGUV as a regularly scheduled cronjob?

Sponsor: DyAnn Walter

○ **Transcripts**

- **Follow Up:** CCCApply – Updated for Usage of AST/AAT Title's
Sponsor: Larry Aycock

Follow Items:

- CHC and SBVC are still testing, and will send sign-off before next week.
- Larry will follow up with Vicki to correct the Mathematics' transfer program title capitalization that is causing academic programs to not sorting correctly.

○ **Registration**

- **Discussion:** Does the Campus Central: Roster message need to be changed, to reflect more accurate current practices for SBVC.

Sponsor: Dan Angelo

- This is the message faculty currently see when getting their **Campus Central: Roster**

... Information about rosters ...

Prerequisites: You will find the following notations on your rosters.

- * Prerequisite has not been met.
- ** Prerequisite is pending final grade.

Please inform students with asterisks that they need to go to the Counseling Office regarding prerequisite status. Once the student meets with a counselor and if requirements are met, they will complete a form verifying that the student has met the prerequisites. **Please do not let the student provide proof of meeting prerequisites. Students not meeting prerequisites at the Add/Drop deadline will be Administratively Withdrawn and may not be eligible for the Add/Drop deadline.**

[View Roster](#)

- **Follow Up:** Documenting exceptions to pre-requisite drops.
Next Steps: Schedule a DAWG meeting or separate meeting to review documents, and determine how the pre-requisite rules can be updated to properly account for the exceptions.
Sponsor: Dan Angelo/Larry Aycock

Note: See Pre-requisites.docx attached, which was originally written by Cory, with Larry's comments and scenarios.

- **Duplicate Institution Clean-Up**

- **Follow-Up:** What is the latest progress?
Sponsor: Larry Aycock

- **Duplicate Address Clean Up**

- **Follow Up:** Setup of Datatel's Address Duplicate Clean-up Process.
Sponsor: Cory Brady

Last Meeting Notes:

- The test run last week of 924793 records, could not be finished due to a unknown system performance issues that was being reported by student's on WebAdvisor. It is believed it caused the system slowness issue. Will need to run more tests to confirm.
- Will be scheduling a weekend run of the process on the weekend to see if it completes and how long it will take?

- **Account Receivables**

- **Registration Billing**

- **Follow Up:** Billing Changes starting 2012FA
Sponsor: Cory Brady

Last Meeting Notes:

- **Dual Enrolled Students:** Below fee's will now be charged for both colleges.
 - **Student Center Fee (VSCF, CSCF)** – 1\$ per unit, max \$10 per college over SM, FA, SP.
 - **Health Fee (VHTH,CHTH)** - \$17.50 (SP,FA), \$14.50 (SM)
 - **Accident Fee (VACC,CACC)** - \$1.50
- **New Fee:** Student Transportation Fee (DSTF)
 - District Fee charged for SP and FA only.
 - \$7.50 for 6 or more credits (district wide) for term.
 - \$7.00 for less than 6 credits (district wide) for term.
 - Non-refundable (per Penny / Charlie)
- **Follow Item:**
 - Cory to confirm with Penny about the requirements for Transportation Fee (on-campus vs off-campus, etc).

- **e-Commerce**

- **Follow-Up:** Setup of 2nd PayPal Account and Card Swipe Terminals.
Sponsor: Penny Ongoco / Lidya Alamsyah
- **Card Swipe Machines:**
 - Has been fully implemented.

- Update Accounts Receivable Reports
 - **Action Item:** (Arlene) Determine if both PayPal reports can be combined into 1 excel report.

- **Next Meeting:**

- **Summer Schedule for DAWG Meetings**
 - Starting week of June 4th thru Aug 1st.
 - Meeting Time changed to 3:00pm to 5:30pm
- **Meeting Scheduled for:** Wednesday, June 13, 2012 from 3:00 PM to 5:30 PM

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

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