

Brady, Cory M.

From: Brady, Cory M.
Sent: Wednesday, August 15, 2012 11:06 AM
To: District Applications WorkGroup; DAWG.Faculty; Mullgrav, Brian; Rush, Steven
Cc: Kuck, Dr. Glen; Bond, Joyce T; Walter, DyAnn; Hannon, Carol; McGowan, Arlene
Subject: Reminder: District Applications WorkGroup (DAWG): Agenda for 08/15/2012 (Updated #2)

Team,

Here is an updated agenda and a reminder that we have our next meeting this afternoon from 2:00 PM to 4:30 PM. We will be discussing the "SB11" issues as our priority topic at the start of the meeting roughly 2:10 PM.

Below is the **UPDATED** tentative agenda for the meeting. Please let me know if you want anything added to the agenda.

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
08/15/2012	2:00 PM	4:30 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 Participants:

- District
 -

- SBVC
 -
- CHC
 -

Meeting Agenda:

- **General Discussion**

- **Follow Up:** Renewal of “College Source: TES – Transfer Evaluation System”.
Sponsor: Joe Cabrales
Last Meeting Notes:
 - Joe Cabrales will contact the vendor to inquire about multi-year contract for both colleges.
- **Discussion:** Detailed presentation on Project Prioritization process and restructuring.
Sponsor: Glen Kuck, Cory Brady
Future Agenda Item: 09/01/2012
- **Discussion:** Requirement for staff to create Helpdesk Tickets prior to calling DCS staff directly.
Sponsor: Glen Kuck, Cory Brady
 - **Topic:** Identify cases where the Help Desk can assist staff, and which cases should have a ticket submitted prior to calling someone in DCS directly.
- **Discussion/ Follow Up:** Helpdesk: Student Services
Sponsor: Glen Kuck
Last Meeting Notes:
 - **Action item:** Dan Angelo/Joe Cabrales – Send a message on the Student Services listserv regarding Seasonal employees asking if they do it and any supporting documents.
- **Discussion:** When to “in-activate”, “delete” a DRUS / WebAdvisor accounts when SBCCD Faculty or Staff retire/leave employment with SBCCD.
Sponsor: DyAnn Walter

- **Admissions and Records**

- **Admissions:**
 - **Discussion:** Reports that Datatel ‘Application E-Mails’ are not being received by students.
Sponsor: April Dale-Carter
 - Possible Spam Blockers not looking (@csb-colleague-01.sbccd.int) sending address.
 - **Discussion:** SB11 Student-Education-Status – Unknown being reported.
Sponsor: Kirsten Colvey
Scheduled: 2:10 PM
 - Possible problem with CCCApply Application Importation of Institutions Attended information.
 - Need to fix existing records in Datatel: 18XX years

- **Veteran Affairs**
 - **Discussion:** MINF and XMINF: Remaining needs to enter veterans on both screens.
Sponsor: DyAnn Walters, Cory Brady
Future Agenda Item: 08/22/2012
Requested Invites: Brian Mullgrav, Steven Rush

- **Registration**
 - **Discussion:** Co-Requisite Checking Issues and updating of XPRR
Sponsor: Cory Brady

 - **Follow-Up:** 30/75 to 20/60 changes for Drop Period – How did it go?
Sponsor: Dan Angelo

 - **Follow-Up:** ‘Same Day Payment’ for SBVC; which would match CHC current process.
Sponsor: Dan Angelo
Last Meeting Notes:
 - Glen will be talking with Bruce on discussing if ‘Same Day’ change should be a district direction, and not specific to each colleges.
 - **Action Item:** Cory will make the changes for both college.
 - Paragraphs in Datatel will be changed. Each college will edit the other college’s code.

- **WebAdvisor:**
 - **Discussion:** Providing the instructors the option of adding an attachment to the email we use to contact our students? I wanted to email my syllabus to them, but no attachment option is present, and cutting a pasting into my regular SBVC email is quite laborious.
Sponsor: Dan Angelo

 - **Follow Up:** Feedback from DAWG Faculty on the ‘Word’ roster available from Campus Central
Sponsor: Cory Brady

- **Transcripts / Records**
 - **Follow Up/Discussion:** SB1440 – Transfer Degrees
Sponsor: Cory Brady

Follow Items:
 - Transcripts
 - **Action Item:** Credential’s still working on export solution for Transfer Degrees.

 - E-Advising
 - **Action Item:** CHC – Frances will be doing the “Curriculum Tracks/Course Blocks” once the catalog is released.
 - **Action Item:** SBVC – Need to contact Rebecca Gamboa.

 - Degree Audit
 - **Rule “DA.TRNSF” was created on 04/04/2011 to be used on Degree Audit in calculating the ‘60 Transferable Units’ requirement**

- Has been in place and functional. No additional Degree Audit programming is required at this time.

- CCCApply
 - Title's for transfer degrees need to be changed to display better.
 - **Action Item:** Cory to send out e-mail from last month.

- **Duplicate Institution Clean-Up**

- **Follow-Up:** What is the latest progress?
Sponsor: Larry Aycock
Future Agenda Item: 09/01/2012

- **Duplicate Address Clean Up**

- **Follow Up:** Setup of Datatel's Address Duplicate Clean-up Process.
Sponsor: Cory Brady
Future Agenda Item: 09/01/2012

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:** OmniTran's Contract / Student Transportation Fee
Sponsor: Cory Brady
Last Meeting Notes:

- After reviewing the Omnitrans contract for the Student Transportation Fee, some glaring issues were found
 - The college would be billed at the start of the term, based on initial enrollment.
 - If the student is dropping from all classes, OmniTrans would not allow the student to use the busses.
 - OmniTrans is requesting weekly extracts of registered students, with unit totals.
- Charlie Ng will be addressing issues with the Omnitrans contract and to come up with amendments to the contract to address these issues.

Notes:

- Short-term agreement has been reached, that any CHC or SBVC student that shows their card will be allowed to ride the OmniTran's bus until the contract and operational issues can be handled.

- **Next Meeting:**

- **Meeting Scheduled for:** Wednesday, August 22, 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 * www.sbccd.org

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

CONFIDENTIALITY: This e-mail (including any attachments) may contain confidential, proprietary and privileged information, and unauthorized disclosure or use is prohibited. If you received this e-mail in error, please notify the sender and delete this e-mail from your system.