

Brady, Cory M.

From: Brady, Cory M.
Sent: Wednesday, August 22, 2012 12:55 PM
To: District Applications WorkGroup; DAWG.Faculty
Cc: Kuck, Dr. Glen; Hannon, Carol; Walter, DyAnn; Bond, Joyce T; McGowan, Arlene
Subject: District Applications WorkGroup (DAWG): Agenda for 08/22/2012

Team,

Sorry for the lateness of today's meeting agenda.

Below is the tentative agenda for our next meeting. Please let me know if you have any items to add.

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
08/22/2012	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
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- SBVC

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- CHC
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Meeting Agenda:

- **General Discussion**

- **Discussion:** Detailed presentation on Project Prioritization process and restructuring.
Sponsor: Glen Kuck, Cory Brady
Future Agenda Item: 09/01/2012
- **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**

- **CCCApply:**
 - **Discussion:** Requested changes to support ‘International Student’ online applications.
Sponsor: Steven Silva
 - Items:**
 - Additional hold placed for International Students upon importation.
 - Datatel E-Mail sent to International Students upon importation.
 - XAP E-mail sent to International Students upon submission.
- **Admissions:**
 - **Discussion:** Reports that Datatel ‘Application E-Mails’ and ‘Registration Notices’ are not being received by students.
Sponsor: April Dale-Carter, Dan Angelo, Joe Cabrales, Larry Aycock
Last Meeting Notes:
 - Possible Spam Blockers not looking (@csb-colleague-01.sbccd.int) sending address.
 - Application e-mail is only being sent to personal e-mail addresses.
 - Has always been a problem, but seems worse recently (possibly after July 27, 2012)**Last Meeting Action Items:**
 - Cory – Research what it will take to change the address that e-mail is sent from, so Spam Filters will not block it as a non-public address.
 - Cory – Confirm what address is used when Communication Management sends any e-mail.
 - **Discussion:** SB11 Student-Education-Status and SB15 Student-Enrollment Status – Unknown being reported.
Sponsor: Kirsten Colvey, Keith Wurtz

Scheduled: 2:10 PM

Last Meeting Notes:

- Possible problem with CCCApply Application Importation of Institutions Attended information.
- Need to fix existing records in Datatel: 18XX years
- Current reporting for CHC is much lower than it really is.
- Recent MIS submissions have required pulling data from CCCApply to correct submission data. (Last 2 years)
 - Needed to meet allowed error %.
- We have corrected error reports to assist in finding these students at submission.

Last Meeting Action Items:

- Cory – Review CCCApply import of High School Information (SB11)
- Cory – Review CCCApply import enrollment status (SB15)
- Follow-Up next week at the start of the meeting. Make sure to invite Dianna Jones.

○ **Veteran Affairs**

- **Discussion:** MINF and XMINF: Remaining needs to enter veterans on both screens.
Sponsor: DyAnn Walters, Cory Brady

○ **Registration**

- **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 labor some.

Sponsor: Dan Angelo

Last Meeting Notes:

- Initially the delivered e-mail feature wasn’t working correctly. Research found that missing security permissions was the cause. This has been corrected.
- What are the available methods:
 - WebAdvisor roster has limited e-mailing
 - Blackboard has more features, including attachments, in sending e-mail.
 - They can access original CCentral E-Mail is available (Click on ‘My Classes’ under Faculty Menu)

Last Meeting Action Items

- Cory/Jason - Can we add link on WebAdvisor to the CCentral’s E-Mail page.
- Cory/Jason – Can we add link on WebAdvisor to the CCentral’s ‘GradeQuick’ page.

○ **Transcripts / Records**

- **Discussion:** CCCTran – Still being used

Sponsor: Arlene McGowan

Last Meeting Notes:

- Arlene has received invoices for CCCTran and CCCBOG
- We decided to discontinue services with CCCTran and CCCBOG.
- We have received notices mentioned that CCCTran has transcripts available for download. This may be interpreted as using the service.
- Crafton has already changed configurations to stop accepting transcripts, and hasn't accepted any since last meeting.
- Valley appears not to have changed the configurations yet to stop accepting transcripts.

Last Meeting Action Item:

- Steven will work with Larry to make sure SBVC configurations match CHC configurations.

- **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.
 - 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.
 - Both colleges have received expected complaints about paying the transportation fee.
 - When student's complain about not being able to use Omnitrans buses, who should be told?
 - Should Student Life talk with Glen first or talk with Charlie or who?
- **Last Meeting Action Item:**
 - Question for Glen: Should Student Life talk with Glen first or talk with Charlie or who, when Omnitrans fails to let student on buses.
- **Next Meeting:**
 - **Meeting Scheduled for:** Wednesday, August 29, 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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