

Brady, Cory M.

From: Brady, Cory M.
Sent: Wednesday, August 29, 2012 11:53 AM
To: District Applications WorkGroup; DAWG.Faculty
Cc: Kuck, Dr. Glen; Bond, Joyce T; McGowan, Arlene; Hannon, Carol; Walter, DyAnn
Subject: District Applications WorkGroup (DAWG): Agenda for 08/29/2012 (Updated #2)

Team,

Below is the **updated** agenda for **today's** DAWG meeting. Please let me know if you have agenda 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
08/29/2012	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**

- **Discussion:** Detailed presentation on Project Prioritization process and restructuring.
Sponsor: Glen Kuck, Cory Brady
Future Agenda Item: 09/05/2012
- **Discussion:** Charge from the Chancellor's Cabinet: What differences (in processes, systems, departments, etc.) between colleges, could be combined to make them streamlined/be consistent between colleges? This would save money, stream line processes, and create a common experience between campuses.
Sponsor: Cory Brady, Glen Kuck

- **Admissions and Records**

- **Assessment**

- **Discussion:** Student who took the ESL Assessment tests, are getting duplicate EQ's created for the different ESL tests. There shouldn't be a reason why duplicate EQ's need to be created, and currently it prevents the student from being able to register for previously EQ ESL courses.
Sponsor: Dan Angelo

Note:

- ESL Assessment test importation process has been updated, so duplicate EQ's are no longer created.
- Existing ESL duplicates from previously imported ESL Assessment tests have been removed.

- **Admissions:**

- **Discussion:** Course Repeat rules counting 'EQ' graded courses toward allowed number of repeat attempts.
Sponsor: Dan Angelo
Ticket #8146-43217
- **Discussion:** Entry of Transfer Work EQ's by Counseling vs. Records
Sponsor: Kirsten Colvey
Invites: Ben Mudgett, Frances Southerland, Sophin Im
Scheduled Time: 2:15 pm.
- **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 Aycok
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)
 - Registration notices were not setup for 2012FA, so no e-mails were being processed. That has now been corrected.

- Some e-mails were found to be blocked by outside e-mail servers due to the "sbccd.int" address of the colleague server.
- Right now XSMC is setup to e-mail faculty to their personal.

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.
- Cory - Change settings for Faculty notices to 'College Local Address'.

- **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.

Comments from Dianna Jones: Ellucian (Datatel) has programmatically resolved the SB11/SB15 discrepancy problem.

Here is the logic flow of importing from CCCApply

- High school completion dates are entered into IIA.START.YEARS and IIA.END.YEARS
- High school attendance dates are entered into IIA.START.DATES and IIA.END.DATES
- Enrollment Status is translated:
 - (1 - First-time student at a U.S. college) = FFV
 - (2 - Transfer student from another U.S. college)=FTV
 - (3 - Returning to this college)=RSV
 - (1A- Enrolling in high school (or lower grades) and college at the same time)=SPV

Note: This is no longer available in CCCApply, but we still translate it.

Here is the logic flow of SB11:

- Cycles through institution attend records looking for award degrees of from CAST.SB11 table (none).
- If non found, then Cycles through institution attend records looking for grad types from SB.EDUC.STATUS
 - If found, use INSTA.END.DATES (year)

Here is the logic flow of SB15:

- If SB11 is 100 then report "Y"
- If the student is only enrolled in Non-Credit courses report "X"

- If student is not enrolled in current reporting term report "X"
- If student was enrolled in one of the Continuing Terms report "5"
- If one of the Continuing Terms is the first term as well as a summer term report "1"
- Else if student was not enrolled in Continuing Term
- translate STA.ENROL.STATUS via CAST.SB15 table, if it's blank use STA.ADMIT.STATUS via CAST.SB15.B.

Enrollment status is only updated (via. ALES rules or manually on STAL) when an applicant becomes a student. It is not updated at any other time even if there are rules that a person would pass later. So, basically this value is set, and then never changed. In order to have this status updated automatically, customization would have to be made.

○ **WebAdvisor:**

- **Discussion:** Adding the ability for faculty to 're-instate students'
Sponsor: Dan Angelo
- **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.

Notes:

- Due to the method in which the pages are generated, no direct link is possible from WebAdvisor to the individual links on the 'My Classes'

○ **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 (Complete)

- 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 (Complete)
 - XEAP has been updated, so it displays the degree type in academic program tiles in the format: “AA, AS, CERT, AA-T,AS-T”
- **Duplicate Institution Clean-Up**
 - **Follow-Up:** What is the latest progress?
Sponsor: Larry Aycock
Future Agenda Item: 09/05/2012
- **Duplicate Address Clean Up**
 - **Follow Up:** Setup of Datatel’s Address Duplicate Clean-up Process.
Sponsor: Cory Brady
Future Agenda Item: 09/05/2012
- 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:
 - **Notes from meeting this morning via Joe Cabrales:**
 - Meeting was held this morning with Omnitrans
 - Drivers receive 3 messages when a student swipes the card. Drivers were not consistently informing the student why the student wasn’t valid.
 - “Bad List” means not exported by SBCCD as a valid student. Not that they are being prevented for some reason.
 - Possible mag strips are bad on cards, and is why they can’t be used on the busses.
 - Driver is not to prevent the first attempt of a student to ride the bus with a bad card. Giving the student the ability to get to campus to correct the problem.
 - Glen will be providing more information from the meeting.
 - A follow up meeting with IT is scheduled to go over details.
- 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, September 5, 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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