From:	Brady, Cory M.
Sent:	Wednesday, October 24, 2012 12:08 PM
To:	District Applications WorkGroup; DAWG.Faculty
Cc:	DCS Admin Group
Subject:	District Applications WorkGroup (DAWG): Agenda for 10/24/2012

Team,

Here is today's tentative agenda. Please let me know if you have any items to add 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
10/24/2012	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

o

Meeting Agenda:

- **General Discussion**

  o **Discussion: SB1052 and SB1053 –** Legislation to give students access to free online textbooks for common undergraduate courses.
  Sponsor: Cory Brady
  For More Information: http://blogs.sacbee.com/capitolalertlatest/2012/09/jerry-brown-signs-laws-to-provide-free-online-college-textbooks.html

  Comments:
  In short, all this does is require the establishment of a California Open Educational Resources Council, the task of which is to recommend 50 texts that should be developed and made available free to students via bookstores. What this doesn't do is compel faculty to have to use open educational resources in the classroom. That is a challenge we have slowly been working to address.

  o **Follow Up:** Creating a group for reviewing / coming up with specifications for a replacement roster for Campus Central.
  Sponsor: Dan Angelo
  Last Meeting Notes:
  - Dan has asked for the members to be identified.
  - Recommended that this process be jointly between campuses.
  - **Question Next Steps:**
    - Confirm if both colleges with jointly be participating.
    - Schedule one of the DAWG meetings to come up with a suggestion to bring to 'Faculty Review Team'.
    - Once presented to the 'Faculty Review Team', ask for a feedback deadline of Dec 2012.
  Last Meeting Action Items:
  - Joe will be talking with Rebecca Warren-Marlatt on creating a CHC faculty focus group.

  E-Mail from Joe:
  In my Deans Meeting yesterday I told Rebecca about DAWG looking for a faculty focus group…She said that's a great Idea. She'll talk with the Academic Senate President about it and get back to me. I'll keep you posted.

  o **Follow Up:** Same-Day Payment at SBVC
  Sponsor: Cory Brady, Glen Kuck, Dan Angelo
  Last Meeting Notes:
  - **Next Steps:**
    o Starting the Communication Plan
    o Combining 'Non-Payment Drop Notice'
      - Dan and Larry had a 'lengthy' meeting, and decided that the message will be what currently CHC has, minus 2 words.
      - Colleges can make this change directly themselves.
      - **Nov 1st** is recommended for the day to switch the notice; but needs to be worked in with the Communication Plan for SBVC.
      - Note: Use color "#B50000" (red) for message.
    o AB540 / BOG Rule Changes for Registration Billing
  Last Meeting Action Items:
  - Dan will submit a ticket to request the changes required for the 'Dream Act'.

- o **Follow Up:** Same-Day @ SBVC: "Check Off Screen"
  Sponsor: Dan Angelo
  Last Meeting Notes:
  - Would affect both colleges.
  - **Want:** To require a student to check a box, saying they have read the 'Same-Day Payment' notice.
  - **Question:** Does the answer need to be recorded?
    - o If has to be recorded in collegue, we would not be able to meet the Spring 2013 registration.
    - o If can be a cached flag in the browser, we can use a simple java script to show a java alert.
      - Possible issue is that the alert isn't 508 compliant, which would affect DSPS students.
  Last Meeting Action Items:
  - Cory to come up with sample to show DAWG at the next meeting.

- **International Students**

  - o **Follow Up:** SEVIS vs. Colleague recording and reporting
    Sponsors: Joe Cabrales, Glen Kuck
    Last Meeting Notes:
    - When asked to different departments, different numbers of International student's was returned.
    - Ellucian's does have a module for reporting to SEVIS, which SBCCD has licensed.
      - Except for 2 staff in SBVC Financial Aid, no one has access. And they don't use it.
      - This module is not utilized, and could be used to help.
    - Glen received reports from both colleges to match between Datatel and SEVIS, and found differences.
    Last Meeting Action Items:
    - Glen will e-mail researchers at the colleges to determine any reasons why the differences are supposed to be there.
    - Glen will then report back on what was found.
    - Cory to find if any Ellucian documentation on the SEVIS module. Send it to Glen.

- **Admissions and Records**

  - o **Admissions:**

    - **Discussion:** MyEdu
      Sponsor: Dan Angelo

    - **Discussion:** Student entering they are a high school student on their application, but are over 18 yrs. of age. For example, a 40 year old.
      Sponsor: April Dale-Carter, Cory Brady, DyAnn Walter
      Ticket: #8146-44659

    - **Follow Up:** New drop dates for 'with' and 'without' a 'W'.
      Sponsor: Dan Angelo
      Last Meeting Notes:
      - **Issue:** Student dropped on 9/3/12, then was reinstated, but then was dropped by Instructor. End result is the student received a 'W'.
        - o 18 Week 'W' date is 8/31/12. So student should get 'W' if dropped initially 9/3/12.
      - **Issue:** CHC reported issue in 'W' grade showing up when one is not needed.

- Manually correcting the student record is not preventing the 'W' grade from being entered.
- **Theory:** BGVU may be updating the record with the 'W'.

Last Meeting Action Items:
- Cory to send reports to Larry and Veada for the few students found that need to be looked at.

▪ **Follow Up:** Degree Audit
Sponsor: Joe Cabrales, Glen Kuck
Last Meeting Notes:
- SB 1456 has been signed, student success and performance.
  - Degree audit will improve Ed-Plans and student which SB 1465 is requiring.
    ▪ The Student's use of Degree Audit isn't possible until the Degree Audit is fully functional.
  - **Question:** Will SB 1456 increase the priority for the Degree Audit project.
- State required 'Priority Enrollment' requiring Ed-Plans, Assessment and Orientation prior to registration.

Last Meeting Action Items:
- Report on last week's DAWG Working Session

o **Veterans / MIS**

- **Discussion:** Project request to update MIS to use XMINF instead of MINF.
  Sponsor: Dianna Jones

  Notes:
  Information maintained on XMINF could be entered on MINF (according to my limited testing). For MIS reporting, SG file derives Military status information as outlined below. We could forego using MINF or XMINF and simply have MIS derive the SG Military Status information from ISIR, but that could possibly eliminate veterans who do not complete a FAFSA.

  SG01 Data Element – Student Military Status
  The build process will first look at the information found within the PERSON record.
    1) **MILITARY.STATUSES** field from MINF screen
    2) **VETERAN.TYPE** field from MINF screen
    3) **Military Status** field from SSGD screen
    4) **IFIF.VETERAN** from the ISIR record
  If no data is found, then all values for the SG01 data element will be set to "0", and the values 0000 will be reported for the individuals.

  SG02 Data Element – Student Military Dependent Status
  The build process will first look at the information found within the PERSON record.
    1) **MILITARY.STATUSES** field from MINF screen
    2) **VETERAN.TYPE** field from MINF screen
    3) **Military Dependent Status** field from SSGD screen
    4) **IFIF.P.VET.NON.ED.BEN** from the ISIR record
  If no data is found, then all values for the SG02 data element will be set to "0", and the values 0000 will be reported for the individuals.

o **Registration**

- **Discussion:** Provide a brief update on the status of the (for lack of a better term) instructor email notification regarding student activity. Or, as Larry pointed out should it be handled by referring faculty to submit a Help-Desk Ticket?
  Sponsor: Joe Cabrales, Dan Angelo
  Ticket: #8146-44178

- **Discussion:** Implementation of State Mandated 'Enrollment Priorities' by Fall 2014. However, notifications to student's go out in Spring 2013.
  Sponsor: Dan Angelo
  Action Item: Have this as a standing topic for DAWG.
  - **Last Meeting Notes:**
    - **Logic Questions:**
      - Is the necessary communication by 2013SP correct? Was it supposed to be 2014SP?
      - What purpose would it serve?
      - Why isn't other college's going 'nutz' about this?
    - Dan/Larry still looking into possible typo in bill for 2013SP instead of 2014SP.
  - **Last Meeting Action Items:**
    - Dan/Larry to get latest copy of the bill to see if corrections were made.

  - **Notes:**
    - Larry has updated the non-payment notice on WebAdvisor, so both CHC and SBVC's notice is combined into one.

- **Duplicate Institution Clean-Up**

  - **Follow-Up:** What is the latest progress?
    Sponsor: Larry Aycock
    - **Last Meeting Note:**
    - Have finished updating the excel document.
    - 3 colleges have been found to be real, but no CEEB is available.
    - Once the 3 colleges have been confirmed, will send the file.

- **Duplicate Address Clean Up**

  - **Follow Up:** Setup of Datatel's Address Duplicate Clean-up Process.
    Sponsor: Cory Brady
    Last Meeting Action Items:
    - Run RMAD in R18Live multiple times.
    - Setup cron script to run RMAD weekend (Sat/Sun)

- **Account Receivables**

  - **Registration Billing**

      - **Discussion:** Briefly discuss and provide an update on CHC's plan to deal with the SCF billing issue
        Sponsor: Joe Cabrales
        Last Meeting Notes:
        - The notice hasn't been sent out yet. It is in Mike Strong's hands.
        - Any tickets handled in providing information to students regarding the re-billing, would require additional fee charges.

- - Question for Glen:** Can the helpdesk help offset the calls from students?
  - CHC is getting questions from students when they drop and now see they owe the fee.
  - **Last Meeting Action Items:**
    - Joe will remind Mike Strong.
    - Cory will re-run previous report to see if totals have dropped.

- **Next Meeting:**

  - **Meeting Scheduled for:** Wednesday, October 31, 2012 from 2:00 PM to 4:30 PM

Cory Brady * Interim Director of Administrative Application Systems * 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."