From:	Brady, Cory M.
Sent:	Wednesday, November 7, 2012 12:30 PM
To:	District Applications WorkGroup; DAWG.Faculty
Cc:	DCS Admin Group
Subject:	District Applications WorkGroup (DAWG): Agenda for 11/07/2012

Team,

As we get closer to Spring 2013 registration, our topics on the agenda get more critical for discussion. We will be having a vendor presentation of CCCMyEdu at the start of today's meeting.

Here is the tentative agenda for today's meeting. Please let me know if you have any items for 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
11/07/2012	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

- o
- CHC
  - o

Meeting Agenda:

- **Vendors**

  - **Presentation: CCC**MyEdu (www.myedu.com)
    Sponsor: Dan Angelo, Karen Holst
    Time: 2:00 PM

- **General Discussion**

  - o **Discussion:** Chancellor's Cabinet is requested that DAWG review the Board Policies & AP relating to student services.
    Sponsor: Cory Brady, Glen Kuck

  - 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.
      - **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.
    - **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.

  - 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?
    - If it has to be recorded in colleague, we would not be able to meet the Spring 2013 registration.
    - 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.

- **Discussion:** Recommendation to change DAWG meetings to every 2 weeks, but a same time and day.
  Sponsor: Cory Brady

- **Discussion:** Change in DAWG agenda's.
  Sponsor: Cory Brady

- **Admissions and Records**

    - **Admissions:**

        - **Discussion:** "Dream Act Application" and other state mandate requirements for "Student Success" bill.
          Sponsor: Joe Cabrales

        - **Discussion:** Assessment of fees for concurrently enrolled high school students who are also non-residents.
          Sponsor: Dan Angelo

          Notes:
            - It is the belief that SBVC is out of compliance with state regulation when it comes to non-resident, concurrently enrolled HS students. SBVC does not assess them for non-resident tuition, and the new (as well as the old) student fee handbook clearly states that this is a requirement.
            - CHC indicates that they are, in fact, in compliance on this point.
            - **Question:** What is involved with SBVC doing the same.

        - **Discussion:** Issue with current 'TERM-RPT' registration rule, which checks if the student is 'Repeating Same course in the Same Term'.
          Sponsor: DyAnn Walter, Cory Brady
          Ticket #4146-45068, by Julie Ulloa

          Notes:
            - Currently, the rule compares COURSE.IDS of the sections the student is registering for, with those that they have registered for. If any matching courses are found, it then checks if the term's match and if the section has a status of 'A' or 'N'.
            - The current rule doesn't allow a student to take ENGL-101-01 the first 8 weeks of the term and get a failing grade, and then re-take ENGL-101-02 the second 8 weeks of the same term.
            - **Question:** What requirements require this rule to be in place?

- **Question:** Is it correct to modify the rule to allow a student to take the same course in the same term as long as the previous taken courses are graded?

- **Discussion:** CCCApply reporting of Residents and Non-Residents in Colleague, and then to MIS.
  Sponsor: Larry Aycock, Keith Wurtz

- **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
  Last Meeting Notes:
  - There are legitimate situations that a student would not have graduated from high school.
  - **Question:** Should the CCCApply import override any high school status, if the student is over the age of 18?
    - DAWG confirms that CCCApply override any high school status if over the age of 18.
  Last Meeting Action Item: April to submit ticket to request the change to CCCApply.

- **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'.
    - 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
  - Cory still needs to send out the Degree Audit meeting minutes from last week's meeting.

- **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

  Last Meeting Notes:
  - In August Valley reported similar problems in faculty not getting notices, and the process was found to have stalled. Since then we have kept the ticket open in researching why the process stalled.
  - After Joe/Larry passed on the report from Ted Phillips in not receiving the notices, the logs were checked and the same 'stalling' wasn't occurring.
  - **Question:** Did we programming the process to purposely not to send notices prior to the end of the term?
  Last Meeting Action Items:
  - Joe/Larry's report will be added to ticket #8146-44178.
  - Larry will be passing on the student ID's of the dropped students that notices did occur.

- **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?
    - Dan is believes that the notifications are supposed to go out 2013SP. But, still wants to find the bill to review.
  - To meet the 2013SP notification requirement, the Academic Standing notices, already going out, will include a passage mentioning changings in eligibility.

- **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)
  - Will be scheduling this to run nightly between 12:00 am and 6:00 am.

- **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.
    - CHC is getting questions from students when they drop and now see they owe the fee.
    - **Question:** Did we already re-bill in mass? **Answer:** No.

  Last Meeting Action Items:
    - Joe still needs to remind Mike Strong about sending out the notice.
    - Cory still needs to re-run previous report to see if totals have dropped.

- **Next Meeting:**

    - **Meeting Scheduled for:** Wednesday, November 14, 2012 from 2:00 PM to 4:30 PM

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