

## Brady, Jason W

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**From:** Brady, Cory M.  
**Sent:** Wednesday, April 10, 2013 1:30 PM  
**To:** District Applications WorkGroup; DAWG.Faculty  
**Cc:** DCS Admin Group  
**Subject:** District Applications WorkGroup (DAWG): Agenda for 04/10/2013 (Working Session) (Update #2)

Team,

Per our last DAWG meeting, we have restructured our weekly meetings, into Business Sessions and Working Sessions:

- **Business Sessions** – 1<sup>st</sup> and 3<sup>rd</sup> Wednesday from 2:00 PM to 4:30 PM
- **Working Sessions** – 2<sup>nd</sup> and 4<sup>th</sup> Wednesday from 2:00 PM to 4:30 PM

In 'Working Sessions' meetings, we will be reviewing and working on different agenda topics, in which members will only be attending, if they are available due to other campus meetings. In 'Business Sessions' meetings, we will be discussing and making any DAWG direction decisions, in which members will be available to attend regularly.

Below is our **UPDATED tentative** agenda for today's meeting. Please let me know if you would like to add anything 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.

### Regular Meeting Schedule:

- **Business Sessions** – 1<sup>st</sup> and 3<sup>rd</sup> Wednesday from 2:00 PM to 4:30 PM
- **Working Sessions** – 2<sup>nd</sup> and 4<sup>th</sup> Wednesday from 2:00 PM to 4:30 PM

**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	Session Type
04/10/2013	2:00 PM	4:30 PM	Working Session

### PARTICIPANT DETAILS

- > Dial your telephone conference line: **(888) 886-3951**
- > Cell phone users dial: **(913) 312-3202**

- > Enter your passcode: **202927**
- > Go to [www.cccconfer.org](http://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: **202927**

**Meeting Participants:**

- District
  -
- SBVC
  -
- CHC
  -

**Meeting Agenda (04/10/13):**

- **General Discussion**

1. **Follow-Up:** Creating a group for reviewing / coming up with specifications for a replacement roster for Campus Central.

**Sponsor:** Dan Angelo

**Future Agenda:** 05/01/2013

**Last Meeting Notes:**

- Nothing new. But, will be follow-up at the start of Spring 2013.

2. **Follow-Up:** In April's Board Agenda, CHC Financial Aid is contracting with ViaTron to scan more documents for them. Per Linda Molina they are still scanning transcripts with them. If true, this means DCS should have something coming our way to import them into ImageNow. Would like some follow-up the departments plans?

**Sponsor:** Cory Brady, Arlene McGowan

3. **Follow-Up:** Formation of Application/System Advisory Groups

**Sponsor:** Cory Brady

**Next Steps:**

- Write a clear definition of an Advisory group?
  1. What constitutes a software gets an advisor group. (*ie. more than 1 department uses software*)

**Definition:**

- Must be used by more than 1 department between campuses/district.
- ? – Must be managed by DCS Admin Group
- ???

2. What determines the membership/representation?

- With the definition decided on, define the structure of the groups?
  1. Who will be the chair/co-chair? Is it by position, or elected?
  2. How often should the group(s) meet?

- Write a 'purpose' statement for the advisory groups.
- Determine next steps.

**Last Meeting Notes:**

- Committee is asking to keep thinking about it, and we will continue discussion next week.

- **Counseling:**

- **SARS**

1. **Follow-Up:** A&R's request to setup SARSTRAK for VA student workers to check in/out.  
**Sponsor:** Cory Brady, Arlene McGowan  
**Ticket#** 8146-50042

- **WebAdvisor:**

1. **Discussion:** Turning on "Student Side of E-Advising"  
**Sponsor:** Kirsten Colvey

**Last Meeting Notes:**

- We will be turning on "What Ifs" using Degree Audit.
- Should be similar to the Counseling E-Advising side.
- **Possible Issue:**
  - Student's ability to change or add a program.
    - Veteran students would need approval; which is a feature of e-Advising.
  - Student Advisors for handing Ed-Plan changes:
    - CHC/SBVC: Having identified a counselor or person each day to review the Ed-Plans needing to be processed.
      - Students would be grouped: Veteran, DSPS, EOPS, General.
      - Believe there is a screen to up-keep assigned counselors to groups.

**Last Meeting Actions:**

- Cory to get pricing for new "Student Planning" module from Ellucian Rep.
- Cory/Arlene to determine what was the "Student Side of E-Advising" and if can we just 'turn it on' without modification.
  - To report/demo the "Student E-Advising" piece next meeting.
  - Then next meeting to determine "Turn On Schedule" if possible.

**Notes:**

- Report on what is the 'Student Side' or 'Course Planning' for Ed-Plans with the current WebAdvisor.
- **Next Meeting:** Walkthrough Demo of the current 'Course Planning' for students in WebAdvisor.

- **Admissions and Records**

- **ImageNow**

1. **Discussion:** SBVC A&R has a workflow that maintain transcripts from High Schools and Colleges from prospective students. This workflow currently has 1218 transcripts. There 1008 transcripts in this workflow that are way over 2 years old. Several are getting close to 4

years. ImageNow has a viewing limitation of 2000 documents per queue. Once this limit is reached, ImageNow will not display any more. A user will need to do a manual search.

**Sponsor:** Arlene McGowan

**Question:** How long do you keep transcripts from High Schools or Colleges if the student doesn't follow through in attending your respective college? What is the policy and process for dealing with these transcripts from other institutions?

○ **Application Import:**

1. **Follow Up on Reported Issue:** Students are reporting that they are not receiving the 'Admissions E-Mail' from Colleague when their application is imported.

**Sponsor:** April Dale-Carter

**Last Meeting Notes:**

- 10 a week are reporting this in a week.
- A&R noticed that e-mail addresses are correctly entered in Colleague.
- There is evidence that the e-mails are being sent to students, as they are responding to them when they have login problems.
- Students are showing the CRI code that it was sent.

**Last Meeting Action Items:**

- April/Steven will provide a list of students who have been reporting the problem.

○ **WebAdvisor:**

1. **Follow Up:** E-mail sent from WebAdvisor by Faculty

**Sponsor:** Dan Angelo

**Last Meeting Notes:**

- Still working on it.
- XBSI, XRST are in testing.
- XDHL has been identified, but requires rework.
- EOPS custom screens are heavy in e-mail attachments.
- DSPS custom screens may have e-mail
- A request will be submitted to alter 'Faculty Roster' and 'Faculty Waitlist Roster'.

**Notes:** Still being worked on.

2. **Follow Up:** "What's My College ID" is not working consistently when Middle initial is used or present on NAE.

**Sponsor:** April Dale-Carter

**Ticket #:**8146-46604

**Last Meeting Notes:**

- The "optional" field is not functioning correctly.
- The logic used in the process is written to correct bad data, and the middle name is a common field with inaccurate data.
- Suggestion to replace look up code with the same code we use for the helpdesk lookup, and remove the middle name lookup option.
- Changes will not use middle initial anymore, but forms will still show the field.

**Notes:** Completed

3. **Discussion:** Review and define “Change Grade Submission Form” process for project request.  
**Sponsor:** Cory Brady, Larry Aycock, April Dale-Carter  
**Future Agenda:** 05/01/2013

o **Admissions:**

1. **Follow-Up:** Changes to correct when a student becomes inactive, and additional registration rules  
**Sponsor:** Larry Aycock  
**Last Meeting Notes:**
  - **Possible Bug:** If a “continuing” student registers for **2011FA**, and doesn’t register in 2012SP, 2012SM or 2012FA, they can still register for 2013SP classes up until the end of the 2012FA term. If they do register for 2013SP classes, they are made inactive.
  - Ticket #8146-51446 has been submitted by Larry Aycock.
  - Clarification was provided on which title 5 and education code sections requires the update. It is only Title 5 section 54010; with the understanding that summer is not considered a semester. Meaning Fall or Spring (Primary Term) are only considered semesters.**Last Meeting Action Items:**
  - Cory finish draft of changes for re-assignment.
2. **Follow Up:** Same-Day @ SBVC: “Check Off Screen”  
**Sponsor:** Dan Angelo  
**Last Meeting Notes:**
  - Working solution is now available in R18Test environment for WebAdvisor.
  - Have alleviated the ‘max cookie’ issue, from a max of 20 to a max of 50 for most browsers. Also, have fixed a cookie duplication error, that caused custom cookies keep increasing causing the user to reach the max cookies faster.**Last Meeting Action Items:**
  - Larry/April will have student workers in their office test out the registration check-off screen. Will report at next meeting.
  - Cory to add back paragraph on top page, so it displays in the windows and on the registration page.
3. **Follow-Up:** Bookstore, Online Orientation and Student Parking Permit links on WebAdvisor  
**Sponsor:** Kirsten Colvey  
**Last Meeting Action Items:**
  - Add ‘CHC’ and ‘SBVC’ to each of the links, in an attempt to prove students are just not reading, when they miss click the link.
4. **Follow Up:** Degree Audit  
**Sponsor:** Joe Cabrales, Glen Kuck  
**Last Meeting Notes:**
  - Determined the Sponsors, and Users for Degree Audit project charter.**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**

1. **Follow Up:** XOBN – Latest Update

**Sponsor:** Cory Brady, Glen Kuck, Dan Angelo

**Last Meeting Notes:**

- Still being working on. Resources are needing to be re-assigned.
- **IMPORTANT:** May need to run BILL before running XOBN as well as after DREG, to make sure current billing is update today before processing drops.

**Notes:** Still working on it.

2. **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.

**Follow-Up/Discussion Items:**

- **Question:** Does Colleague/WebAdvisor have 'student initiated' ED-Plans? Un-informed Ed-Plan.
- **Follow-Up:** Verbiage for additional 'Academic Standing' paragraph for Spring 2013 letters

"New state regulations will make any student who has been on academic probation and/or dismissal for two consecutive semesters ineligible for priority registration. Be advised that your current academic standing puts you at risk for losing your eligibility for priority registration."

**Next Steps:**

1. Identify what we need to and how to communicate this spring.
  - a. Academic Standing Notices
    - i. Existing processes in place to determine the save list of the students.
  - b. Approaching the 100 unit max.
    - i. An existing XUNT report could be used to create the save list.

**Last Meeting Notes:**

- Any changes for priority registration will be required for board approval for non-Title V requirements.
- **Question:** Does Colleague/WebAdvisor have 'student initiated' ED-Plans? Un-informed Ed-Plan.

○ **Duplicate Institution Clean-Up**

1. **Follow-Up:** Identified Institution records to clean up. What are next steps?

**Sponsor:** Cory Brady

**Last Meeting Note:**

- Larry has sent the completed excel documents. Next steps to is determine best way to update records.

**Last Meeting Action Items:**

- Move to next meeting to discuss manual vs. automated processing of duplicate institutions.

- **Next Meetings:**

1. **Next "Business Session" Scheduled for** Wednesday, April 17, 2013 **from** 2:00 PM **to** 4:30 PM
2. **Next "Working Session" Scheduled for** Wednesday, April 24, 2013 **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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