From:	Brady, Cory M.
Sent:	Wednesday, April 17, 2013 1:40 PM
To:	District Applications WorkGroup; DAWG.Faculty
Cc:	DCS Admin Group
Subject:	District Applications WorkGroup (DAWG): Agenda for 04/17/2013 (Business Session) (Updated #2)
Attachments:	WebAdvisor_Course_Planning_04172013_Handout.pdf; WebAdvisor_Course_Planning_04172013_slides.pdf

Team,

Today's session is primarily focused on presenting and reviewing the Course Planning process delivered (out-of-the-box) in WebAdvisor. Attached you will find the slides and handout for the presentation. However, we will go through the reset of the agenda as time permits.

Below is the **UPDATED** tentative agenda for today's 'Business Session'. Please let me know if you have any additional 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.

Regular Meeting Schedule:
- **Business Sessions** – 1st and 3rd Wednesday from 2:00 PM to 4:30 PM
- **Working Sessions** – 2nd and 4th 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
04/17/2013	2:00 PM	4:30 PM	Business 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

> 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
    - o
- SBVC
    - o
- CHC
    - o

Meeting Agenda (04/17/13):

- **Demonstrations:**

    - o **WebAdvisor:** Student Side to Ed-Plans: Course Planning
      Sponsor: Cory Brady, Kirsten Colvey, Marco Cota

        1. **Presentation:** Walkthrough of Course Planning by a student.

        2. **Discussion:** Address issues that must be corrected before going live, with estimate of time necessary to complete.

        3. **Discussion:** Student Advisors for handing Ed-Plan changes:
            - o 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.

- **General Discussion**

    1. **Discussion / FYI:** Communication Management HTML Templates – Being updated to be more compatible with latest browsers.
       Sponsor: Carol Hannon

    2. **Follow-Up:** Creating a group for reviewing / coming up with specifications for a replacement roster for Campus Central.
       Sponsor: Dan Angelo
       Future Agenda: 06/01/2013
       Last Meeting Notes:
        1. Nothing new. But, will be follow-up at the start of Spring 2013.

    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:
1. PUPS Definitions
   - **Structure:**
     - **DAWG**
       - **District PUP :** 2 college (limited representation membership)
         - **College PUP (RUNTS):** 1 college, but multiple departments in college (representation from college users)
   - **Meeting Schedule:**
     - At least once a semester, after implementation involving application.
     - More often during implementations involving application.
   - **Purpose:** Decides on best standards and practices
   - **Purpose:** Allows users to learn about what can be done, and what other users are doing with application.
   - **Membership:**
     - Chair/Co-Chair must attend DAWG meetings.

- **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

- **Admissions and Records**

  - **Application Import:**

    1. **Discussion:** Review latest XAP marketing for staying with XAP Application vs. OpenCCCApply
       Sponsor: Cory Brady

    2. **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
       Ticket #:8146-52170

Last Meeting Notes:
- 10 students 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.
- Workflow in manually resolving:
    - Student doesn't get e-mail with the application is processed.
    - Admissions will resend letter via CRI, and student still doesn't get the e-mail.
    - Admissions sends the e-mail as a template from outlook, and student gets it.

Last Meeting Action Items:
- April/Steven will provide a list of students who have been reporting the problem.

Notes:
- April/Steven has provided 5 students that have been reporting the problem.
    - #1331055 (masterx3@versizon.net)
    - #0628964 (QAquarius21@yahoo.com)
    - #1213548 (alex_capuchino@redlands.edu)
    - #1331618 (jdombrowski7@verizon.net)
    - #1329226 (kamille_savini@yahoo.com)

- **WebAdvisor:**

    1. **Follow Up:** E-mail sent from WebAdvisor by Faculty
    Sponsor: Cory Brady
    Tickets: 8146-50155, 8146-48764, 8146-48755

    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. **Discussion:** Review and define "Change Grade Submission Form" process for project request.
    Sponsor: Cory Brady, Larry Aycock, April Dale-Carter
    Future Agenda: 06/01/2013

- **Admissions:**

    1. **Follow-Up:** Changes to correct when a student becomes inactive, and additional registration rules
    Sponsor: Larry Aycock
    Ticket#: 8146-51446

    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:
   - April reported no problems, but Larry reported issues:
     - Logging out didn't reset cookie, and student wasn't asked again.
     - If the user used Internet Explorer, the cookie was not writing, causing it to always ask the user.
   - The issues were corrected, and sent back for testing by A&R student workers.

   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.

   Notes:
   - April reported no problems, but Larry reported issues:
     - Chrome, Internet Explorers, Safari:
       - When you click 'OK' when logging out, it closes the browser and clears cookies.
       - When you click 'Cancel' when logging out, the cookie isn't cleared.
     - Firefox:
       - When you click 'OK' when logging out, it doesn't close the browser, and clears the cookie.
       - When click 'Cancel' when logging out, the cookie isn't cleared.

3. **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:
   - Drafting the charter for the Degree Audit project request.

o **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:
   - Crafton's committee is making it priority for discussion.
   - Valley's College Council has talked about it.

- **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, May 1, 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."