

Brady, Jason W

From: Brady, Cory M.
Sent: Wednesday, June 5, 2013 11:07 AM
To: District Applications WorkGroup; DAWG.Faculty
Cc: DCS Admin Group
Subject: District Applications WorkGroup (DAWG): Agenda for 06/05/2013 (Business Session) (Update #4)

Team,

Please note, that we have changed our meeting schedule, to work better for the 4x10's schedule this summer. From June 5th thru July 31st, our weekly Wednesday meetings will now start at 3:00 PM and end at 5:30 PM. On August 7th, we will resume our normal meeting schedule.

Below is the **UPDATED** tentative agenda for **today's meeting**. Please send me any additional topic you would like 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 3:00 PM to 5:30 PM
- **Working Sessions** – 2nd and 4th Wednesday from 3:00 PM to 5:30 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
06/05/2013	3:00 PM	5:30 PM	Business Session
06/12/2013	3:00 PM	5:30 PM	Working Session
06/19/2013	3:00 PM	5:30 PM	Business Session
06/26/2013	Canceled – Colleague Patch Testing		
07/03/2013	3:00 PM	5:30 PM	Business Session
07/10/2013	3:00 PM	5:30 PM	Working Session
07/17/2013	3:00 PM	5:30 PM	Business Session

07/24/2013	3:00 PM	5:30 PM	Working Session
07/31/2013	3:00 PM	5:30 PM	Working Session
08/07/2013	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
 -
- SBVC
 -
- CHC
 -

Meeting Agenda (06/05/2013):

- **General Discussion**
 1. **Follow-Up:** Colleague Patch Testing Schedule & Production Downtime Schedule
Sponsor: Cory Brady
 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:** XAP CCCApply renewal
Sponsor: Joe Cabrales, Arlene McGowan, Larry Aycock

Last Meeting Notes:

1. Current contract appears to up to June 2013, and we need to at least renew until June 2014, so we can implement OpenCCCApply.

Last Meeting Action Items:

1. Cory to follow-up with Colleen on existing contract.
2. If not done yet, Cory to get renewal contract from XAP for 2013-2014 under the agreed pricing for CCC. See Lenny Robinson for pricing if we can't find it.

- **Counseling**

- **WebAdvisor**

1. **Update On:** Student Side to Ed-Plans: Course Planning
Sponsor: Cory Brady
Ticket #8146-52185

Last Meeting Notes:

- Colleague Patches are having problems and may not get done before requiring Course Planning to be turned on.
- Deadline setup to have enabled in WebAdvisor by June 17th when we have student advising sessions scheduled. However, for training purposes, it would be best to have it enabled by June 10th.

- **Admissions and Records**

- **Applications:**

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
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.
- April/Steven has provided 5 students that have been reporting the problem.
 - #1331055 (masterx3@verizon.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'.
- **Deadline for completion is May 28th.**

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
3. **Discussion:** Can we add an option to search for online courses on the "Search and Register for Classes" page of WebAdvisor?
Sponsor: Steven Silva
Ticket #: 8146-53512
4. **Follow-Up:** Transaction / Web Logs for WebAdvisor
Sponsor: Larry Aycock

○ **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.
- Larry reported a student was being deactivated incorrectly.
 - It was due to the 'Status' on BIO was marked 'Inactive', and overrides any activity check.
 - Needs to stay apart of the process, because it needs to override duplicate student records with activity.

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:
 - 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.
- Due to recent re-cloning, the update needs to be reapplied to the R18Test environment, to work on reported issues.
- This is a 'high want', but not a need.
- Has been delayed due to Colleague Patches.

○ **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.
- Still being worked on, but May 28th is the next term start (Summer 2013).

2. Follow Up: Misc. Student & Faculty Notices (Add/Drop, Financial Transactions, etc.) – Not working.

Sponsor: Cory Brady

Last Meeting Notes:

- Still working on it, but it appears to be partially working for 2013SM.

3. Discussion: Implementation of State Mandated 'Enrollment Priorities' by Fall 2014.

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:

- **CHC: Student Success and Engagement Enrollment Management (SSEEM)**
 - Looking at using Ed-Plan for academic programs to calculate % left to complete, will get different priority registration groups. This will require staffing and internal process setup, that means this will not be fully in place until around Fall 2015.

- Larry will be submitting a project request/ticket to define the minimal changes for priority registration to meet Fall 2014 mandates requirements.
- SSEEM has agreed to keep the current groupings for now, with the added requirements need to meet Title 5/Ed Code. This will allow the college to get sufficient staff to modify the process to what they really need.
 - Need to make sure that CCCApply import is flagging BA+ degrees are except from Orientation, Assessment, Seeing a Counselor (Advisement, Ed-Plan).
 - Most of the changes are with existing computed columns and rules, so Larry will submit a ticket with bullets of changes, and copy of the new priority registration. This should be a simple conference call to make changes live.
 - For CHC, these changes would go live Spring 2014, so new rules will need to be created or changes need to be made after Fall 2013 priority registration.
- **SBVC:**
 - Last discussions were Student Council meeting. Gloria Fisher and Marco Cota is taking lead on it.

- **Next Meetings:**

1. **Next "Working Session" Scheduled for** Wednesday, June 12, 2013 **from** 2:00 PM **to** 4:30 PM
2. **Next "Business Session" Scheduled for** Wednesday, June 19, 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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