

Brady, Jason W

From: Brady, Cory M.
Sent: Thursday, June 6, 2013 1:44 PM
To: District Applications WorkGroup; DAWG.Faculty
Cc: DCS Admin Group
Subject: District Applications WorkGroup (DAWG): Agenda for 06/12/2013 (Working Session)

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
06/12/2013	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 Minutes (06/05/2013):

- **General Discussion**

1. **Follow-Up:** Colleague Patch Testing Schedule & Production Downtime Schedule
Sponsor: Cory Brady

Last Meeting Notes:

- **Proposed Schedule:** Colleague & WebAdvisor will be down completely: **Friday, June 28 thru Sunday, June 30**
 - **Issues:** Valley's 2nd Session will have started that week, and they will be allowed to add until June 30th.
- **Alternate Schedule:**
 - July 5, 6, 7 (Weekend)

Last Meeting Action Items:

- Outage Notice needs to be placed on WebAdvisor (Cory)
- Outage Notice needs to be sent out to Campuses. (Cory)
 - **Important Notes:** Need to make sure Campus Administrators are aware of the outage and why.(Glen, Cory)

- **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.
- As of 06/06/2013, on schedule for 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 Aycocock, April Dale-Carter
Future Agenda: 07/01/2013
 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

Last Meeting Notes:

- Students are requesting the ability to search for just Online Course in WebAdvisor.

- **DAWG** would like this feature, but the amount of work may not allow it.

Last Meeting Action Items:

- Cory will update ticket and re-assign it or research on changes.

○ **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:

- Has been assigned to be worked on, estimated to be completed by August 1st.

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:

- Resources have been assigned to complete XOBN.
- Estimate to be completed mid-July.

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)**
 - o Larry will be submitting a project request/ticket to define the minimal changes for priority registration to meet Fall 2014 mandates requirements.
- **SBVC:**
 - o Marco reports that SBVC has determined and approved their priority rules, but needs to be board approved.

- **Next Meetings:**

1. **Next "Business Session" Scheduled for** Wednesday, June 19, 2013 **from** 3:00 PM **to** 5:30 PM
2. **Next "Working Session" Scheduled for** Wednesday, June 26, 2013 **from** 3:00 PM **to** 5:30 PM

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

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