

## Brady, Cory M.

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**From:** Brady, Cory M.  
**Sent:** Wednesday, June 13, 2012 12:42 PM  
**To:** District Applications WorkGroup; DAWG.Faculty  
**Cc:** Kuck, Dr. Glen; Walter, DyAnn; Hannon, Carol; McGowan, Arlene; Bond, Joyce T  
**Subject:** District Applications WorkGroup (DAWG): Agenda for 06/13/2012 (Updated #3)  
**Attachments:** Pre-requisistes.docx

Team,

Just a reminder that we have our regularly scheduled DAWG session today from 3:00 PM to 5:30 PM.

Below is the **updated** tentative agenda for our next meeting. Please let me know of any items you wish 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.

**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 |
|------------|------------|----------|
| 06/13/2012 | 3:00 PM    | 5:30 PM  |

### PARTICIPANT DETAILS

- > Dial your telephone conference line: **(888) 886-3951**
- > Enter your passcode: **921061**
- > 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: **921061**

### Meeting Participants:

- District
  - Carol Hannon, DyAnn Walter, Arlene McGowan, Joyce Bond, Glen Kuck
- SBVC
  - Dan Angelo, Veada Benjamin, Steven Silva

- CHC
  - Kirsten Colvey, Joe Cabrales, Larry Aycock

**Meeting Agenda:**

- **General Discussion**

- **Discussion:** “College Source”

- **Topics:**

- District wide use
    - Fees (Annual increase)
    - Users-who uses it, number of user licenses
    - Is there an alternative?
    - Misc.

**Sponsor:** Joe Cabrales

- **Discussion:** Detailed presentation on Project Prioritization process and restructuring.

**Sponsor:** Glen Kuck, Cory Brady

**Future Agenda Item:** 06/27/2012

- **Discussion:** What is the update on the ‘75% to 60%’ and ‘30% to 20%’ drop period changes?

**Sponsor:** Glen Kuck

**Future Agenda Item:** 06/27/2012

Last Meeting Notes:

- (Glen) Will verify that Board Approval was completed (possibly April/May agenda item)
- (Glen) Will meet with constituencies to get request information.

Notes:

- Larry has submitted the programming request on 06/11/12 thru CHC approval channels. He also sent a copy to Dan Angelo for signatures from SBVC approval channels.

- **Parking Permits**

- **Discussion:** Issue with “non-enrolled” students needing to purchase parking permits.

**Sponsor:** Janet Johnson

- **Admissions and Records**

- **Registration**

- **Follow-Up:** ‘Same Day Payment’ for SBVC; which would match CHC current process.

**Sponsors:** Dan Angelo

- **Transcripts**

- **Follow Up:** Update from Credential’s regarding CSUSB e-transcript acceptance.

**Sponsor:** Dan Angelo

- **CCCApply**

- **Discussion:** OpenCCC – Latest information what will be available to implement.

**Next Steps:** Start discussions on project proposal for implementing OpenCCC.

**Sponsor:** Cory Brady

- **Follow Up:** Renewal of CCCApply Application

**Sponsor:** Cory Brady

○ **WebAdvisor:**

- **Follow Up:** Added 'SBVC FastPass (A&R)' link to WebAdvisor.  
**Sponsor:** Cory Brady

○ **Grading**

- **Follow Up:** Setting up BGVU to run every 1 hour.  
**Sponsor:** Cory Brady

○ **Transcripts / Records**

- **Follow Up/Discussion:** SB1440 – Transfer Degrees  
**Sponsor:** Cory Brady

**Follow Items:**

- XGPR – Updated, but still in user testing.
- Transcripts – Updated to display AST/AAT degrees.
- CCCApply - Updated
- Review items to still complete.

○ **Registration**

- **Discussion:** Does the Campus Central: Roster message need to be changed, to reflect more accurate current practices for SBVC.  
**Sponsor:** Dan Angelo

- This is the message faculty currently see when getting their **Campus Central: Roster**

... Information about rosters ...

**Prerequisites: You will find the following notations on your rosters.**

- \* Prerequisite has not been met.
- \*\* Prerequisite is pending final grade.

Please inform students with asterisks that they need to go to the Counseling Office regarding prerequisite status. Once the student meets with a counselor and if requirements are met, we will complete a form verifying that the student has met the prerequisites. **Please do not let the student provide proof of meeting prerequisites. Students not meeting prerequisites the Add/Drop deadline will be Administratively Withdrawn and may not be eligible for...**

[View Roster](#)

- **Follow Up:** Documenting exceptions to pre-requisite drops.  
**Next Steps:** Schedule a DAWG meeting or separate meeting to review documents, and determine how the pre-requisite rules can be updated to properly account for the exceptions.  
**Sponsor:** Dan Angelo/Larry Aycok

**Note:**

- See Pre-requisites.docx attached, which was originally written by Cory, with Larry's comments and scenarios.

○ **Duplicate Institution Clean-Up**

- **Follow-Up:** What is the latest progress?  
**Sponsor:** Larry Aycock

- **Duplicate Address Clean Up**

- **Follow Up:** Setup of Datatel's Address Duplicate Clean-up Process.  
**Sponsor:** Cory Brady

**Last Meeting Notes:**

- The test run last week of 924793 records, could not be finished due to a unknown system performance issues that was being reported by student's on WebAdvisor. It is believed it caused the system slowness issue. Will need to run more tests to confirm.
- Will be scheduling a weekend run of the process on the weekend to see if it completes and how long it will take?

- **Account Receivables**

- **Registration Billing**

- **Follow Up:** Billing Changes starting 2012FA  
**Sponsor:** Cory Brady

**Last Meeting Notes:**

- **Dual Enrolled Students:** Below fee's will now be charged for both colleges.
  - **Student Center Fee (VSCF, CSCF)** – 1\$ per unit, max \$10 per college over SM, FA, SP.
  - **Health Fee (VHTH,CHTH)** - \$17.50 (SP,FA), \$14.50 (SM)
  - **Accident Fee (VACC,CACC)** - \$1.50
- **New Fee:** Student Transportation Fee (DSTF)
  - District Fee charged for SP and FA only.
  - \$7.50 for 6 or more credits (district wide) for term.
  - \$7.00 for less than 6 credits (district wide) for term.
  - All students, regardless of on-campus or online courses, will be charged the transportation fee. No exceptions.
  - These fees are non-refundable unless student drops completely prior to the first day of the term for a full term class or prior to the first day of instruction for a short-term class.

- **e-Commerce**

- **Follow-Up:** Setup of 2<sup>nd</sup> PayPal Account and Card Swipe Terminals.  
**Sponsor:** Penny Ongoco / Lidya Alamsyah

- **Card Swipe Machines:**

- Has been fully implemented.
- Update Accounts Receivable Reports
  - **Action Item:** (Arlene) Determine if both PayPal reports can be combined into 1 excel report.

- **Next Meeting:**

- **Summer Schedule for DAWG Meetings**
  - Starting week of June 4<sup>th</sup> thru Aug 1<sup>st</sup>.
  - Meeting Time changed to 3:00pm to 5:30pm
  
- **Meeting Scheduled for:** Wednesday, June 20, 2012 from 3:00 PM to 5:30 PM

Cory Brady \* Senior Programmer / Analyst \* San Bernardino Community College District \* 441 West 8th Street, San Bernardino CA 92401 \* Tel 909-384-4366 \* Fax 909-885-3371 \* [cbrady@sbccd.org](mailto:cbrady@sbccd.org) \* [www.sbccd.org](http://www.sbccd.org)

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

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