From:	Brady, Cory M.
Sent:	Wednesday, June 19, 2013 12:21 PM
To:	District Applications WorkGroup; DAWG.Faculty
Cc:	DCS Admin Group
Subject:	District Applications WorkGroup (DAWG): Agenda for 06/19/2013 (Business Session) (Update #2)

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
06/19/2013	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
    - o
- SBVC
    - o
- CHC
    - o

Meeting Agenda (06/19/2013):

- **General Discussion**

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

       Last Meeting Notes:
       - Verbiage for Notice to College/District and WebAdvisor.
           - o   Suggest we use standard "upgrade" maintenance verbiage, excluding Blackboard and Email.
       - Glen will present this as a topic in Chancellor's Cabinet.
       - Cory will be sending out an updated patch testing schedule. Suggested to keep the calendar on top of the e-mail.

    2. **Discussion:** SARS Server Upgrade
       Sponsor: Arlene McGowan

       Notes:
       - Scheduled for July 12th.

- **Counseling**

    - o **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 06/12/2013, we are still working on changing links, but expected to complete final changes and install it July 13.

           Last Meeting Action Items:

- Cory will send e-mail to Robert McAtee, Kirsten Colvey and Marco Cota on update, if we are unable to install changes into R18Live due to UniData upgrade.
- Cory send PowerPoint of Course Planning to Robert McAtee, Marco Cota and Kirsten Colvey.

Notes:
- Modifications to 'Course Planning' module was completed, and is now available to students in R18Live / Production.
- **Issue:** Counselors creating Ed-Plans for inactive students.

- **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)

       - As of 06/12/2013, XAP is reporting that they are also having problems in e-mailing.

  - **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'.

- As of 06/12/2013, 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: 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.
   - As of 06/12/2013 - Ticket was re-opened and assigned to be researched.

- **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.
      - As of 06/12/2013, Still being worked on.

   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.
      - As of 06/12/2013, Has been delayed due to Colleague Patches. Still being worked on.

- **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.

- As of 06/12/2013, Still being worked on, and is on schedule.

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.
   - As of 06/12/2013, Still being worked on.

3. **Discussion:** Implementation of State Mandated 'Enrollment Priorities' by Fall 2014.
   Sponsor: Larry Aycock, Marco Cota / Dan Angelo
   Action Item: Have this as a standing topic for DAWG.

   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 SBVC priority registration changes were discussed. Comments and required changes were discussed to take back.

- **Next Meetings:**

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

Cory Brady * Interim Director of Administrative Application Systems * San Bernardino Community College District * 441 West 8th Street, San Bernardino CA 92401 * Tel 909-384-4366 * Fax 909-885-3371 * cbrady@sbccd.org * www.sbccd.org

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