From:	Brady, Cory M.
Sent:	Wednesday, July 24, 2013 1:36 PM
To:	District Applications WorkGroup; DAWG.Faculty
Cc:	DCS Admin Group
Subject:	District Applications WorkGroup (DAWG): Agenda for 07/24/2013 (Working Session)

Team,

Below is the tentative agenda for today's meeting. Please let me know of any additional items you wish to place on the agenda.

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
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 (07/24/2013):

- **General Discussion**

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

    2. **Follow-Up:** SARS Server Upgrade
       Sponsor: Arlene McGowan

- **Counseling**

    o **WebAdvisor**

        1. **Follow-Up:** Student Side to Ed-Plans: Course Planning
           Sponsor: Cory Brady

           Last Meeting 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.
               - o Any academic programs are only active for 1 day, and are ended the following day.
               - o Allows students to register for that 1 day, without re-applying.

           Last Meeting Action Items:
           - Update the ACAD.PROGRAM check to include 'today' verses just 'less than' or 'greater than'.
             Ticket#: 8146-51446
           - Review Counselor's Student Ed-Plan page: Why are inactive programs listing as active programs?

- **Admissions and Records**

    o **Applications:**

        1. **Discussion:** CCCApply Application – Campus Police needs to get their 'Annual Security Report' (ASR) somewhere on the application.
           Sponsor: April Dale-Carter

           Notes from Chris Tamayo:

- *"looking to do a link to the report and a very brief statement about it on top or above the link. This is to meet DOE/Clery compliance for reaching students and **ensuring** they are aware of safety policies and crime statics for the campus.   "*

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:
   - As of 06/19/2013, Still being worked on.

- o **WebAdvisor:**

   1. **Discussion:** The order of students listed on Grade Roster in WebAvisor, doesn't match the order in Blackboard. This may cause entry errors when faculty translate grades from Blackboard to WebAdvisor.
      Sponsor: Larry Aycock

   2. **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 06/19/2013, Still being worked on.

   3. **Discussion:** Review and define "Change Grade Submission Form" process for project request.
      Sponsor: Cory Brady, Larry Aycock, April Dale-Carter

   4. **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.

      Last Meeting Action Items:
      - Update and reassign ticket to use Instruction Method of DE7… for an added search for 'Hybrid/Online' courses.
        - o Include "Open Classes Only" search criteria.

- o **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 06/19/2013, 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 06/19/2013, 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 06/19/2013, Still being worked on, and is on schedule.

     Notes:
     - Corrected XOBN issue with the new BOG codes (VBOG1, CBOG1, etc.)
     - Corrected issues with XOBL log access for XOBN runs.
     - **Estimated Project schedule:**
       - Programming to be completed by **07/31/2013**
       - Testing/Documentation to begin **08/01/2013 thru 08/09/2013**
       - To be installed in R18Live **08/12/2013**

  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.
     - As of 06/19/2013, 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, July 31, 2013 **from** 3:00 PM **to** 5:30 PM *(Last Summer Meeting)*
  2. **Next** "Business Session" **Scheduled for** Wednesday, August 7, 2013 **from** 2:00 PM **to** 4:30 PM

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