From:	Brady, Cory M.
Sent:	Wednesday, August 7, 2013 12:08 PM
To:	District Applications WorkGroup
Cc:	District Applications WorkGroup; DCS Admin Group
Subject:	District Applications WorkGroup (DAWG): Agenda for 08/07/2013 (Business 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 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
08/07/2013	2:00 PM	4:30 PM	Business Session
08/14/2013	2:00 PM	4:30 PM	Working Session
08/21/2013	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
  - ○

- CHC
  - ○

Meeting Agenda (08/07/2013):

- **General Discussion**

  1. **Follow-Up:** Colleague Patch Installation and UniData Upgrade has been completed.
     Sponsor: Cory Brady

  2. **Follow-Up:** Status on previous 'PUPS' application groups discussions
     Sponsor: Kirsten Colvey

  3. **Discussion:** Release of Class Information to entities in or outside the college/district
     Sponsor: Larry Aycock

- **Counseling**

  - ○ **WebAdvisor**

    1. **Discussion:** Review of messages on WebAdvisor Registration Screen
       Sponsor: Kirsten Colvey

    2. **Discussion:** Help Video for WebAdvisor Registration
       Sponsor: Kirsten Colvey

    3. **Follow-Up:** Ed-Plans: Course Planning and E-Advising Modules – Inactive Programs
       Sponsor: Cory Brady

       Notes: Inactive programs needs to be listed in WebAdvisor, for the ability to add students to past programs they are still eligible to use.

- **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:
       - Research is showing e-mail is being sent from Colleague. The theory is that they are being blocked or undeliverable at the student's side.
       - The author for Valley doc is 'Veada', but it would be better if we could add it a generic NAE record that has the SBVC Admissions e-mail address.
       - As of 07/24/2013, Still being worked on.

       Last Action Items:

- **Ticket reassignment:** DyAnn will create a similar NAE and SVM account for Valley Admissions to match CHC Admissions (0661354), and then assign it as the author for the CCCApply communication management documents (VA3C…)
- Once done, we will check for any bounce back e-mails.

- **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 07/24/2013, 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 Item: 01/01/2014

  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.
     - **Solution:** Update and reassign ticket to use Instruction Method of DE7… for an added search for 'Hybrid/Online' courses.
       - Include "Open Classes Only" search criteria.
     - As of 06/12/2013 - Ticket was re-opened and assigned to be researched.
     - Needed by Nov 2013 (Spring Registration)

     Last Meeting Action Items:
     - Ticket will be assigned a resource to be completed.

- **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 07/24/2013, Still being worked on.

2. **Follow Up:** Same-Day @ SBVC: "Check Off Screen"
   Sponsor: Larry Aycock

   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 07/24/2013, is being worked on.

- **Registration**

  1. **Follow Up:** XOBN – Latest Update
     Sponsor: Cory Brady, Glen Kuck, Dan Angelo
     Last Meeting 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**

     Notes:
     1. **Issue:** The initial run of BILL will not have a save list of students, and will be ran 'open' for all students.
        a. **Question:** Should BILL be run first as a part of XDREG1 for just the college and term, or should BIL be separate from XDREG1 and run before XDREG1 is ran?

        b. **Question:** Issues in running XDREG1 for both colleges in parallel vs. back-to-back?

     2. **Issue:** Testing seems to show that credits from previously paid for classes being dropped with a refund, are not showing up in the SCS.BALANCE field. This causes XOBN to still drop 'all' courses added since last payment.

        a. **Question:** Is this something that we will leave with, or should we still working on resolving it?

  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.
     - **Questions:** For the AR Invoices notices, will it pick up changes in past terms?

- As of 07/23/2013, 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.

   Notes:
   - Follow up on departments needing to track students in Colleague (STAR, Middle College, etc.)

- **Next Meetings:**

  1. **Next** "Working Session" **Scheduled for** Wednesday, August 14, 2013 **from** 2:00 PM **to** 4:30 PM
  2. **Next** "Business Session" **Scheduled for** Wednesday, August 21, 2013 **from** 2:00 PM **to** 4:30 PM

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