From:	Brady, Cory M.
Sent:	Wednesday, August 21, 2013 12:11 PM
To:	District Applications WorkGroup; DAWG.Faculty
Cc:	DCS Admin Group
Subject:	District Applications WorkGroup (DAWG): Agenda for 08/21/2013 (Business Session) (Updated #2)

Team,

Below is the **UPDATED** tentative agenda for today's DAWG meeting. Please forward me any topics you wish to add to 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
08/21/2013	2:00 PM	4:30 PM	Business Session
08/28/2013			Cancelled
09/04/2013	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 Agenda (08/21/2013):

- **General Discussion**

  1. **Follow-Up:** Helpdesk for student services offices
     Sponsor: Joe Cabrales

     Last Meeting Notes:
     - Vendor's like Blackboard offer a helpdesk specific to Student Services. They would be able to answer the common questions requiring access to student data to answer. Offices such as Counseling, Financial Aid and Admissions/Records could utilize it.

     Last Meeting Action Items:
     - More information is being collected before any official presentation will be brought forward.
     - **Question:** Is the current helpdesk chat available for office staff to use in assisting students?

     Notes:
     - We have a meeting with Blackboard's Student Services division scheduled to get requested information.
     - Currently it is not possible to do so because of Blackboard's legal agreement with the company they have partnered with to host chats. This is something Blackboard is looking to do in the future, however.

  2. **Follow-Up:** Update on SARS issues since July upgrade.
     Sponsor: Cory Brady

  3. **Discussion:** Projects for 2013-2014
     Sponsor: Kirsten Colvey

- **Counseling**

  o **WebAdvisor**

    1. **Follow-Up:** Review of messages on WebAdvisor Registration Screen
       Sponsor: Kirsten Colvey

       Last Meeting Notes:
       - Counseling gets calls from students, and they give registration error messages they don't understand.

- Question: Can we get a list of the most common registration error message to reference?

Last Meeting Action Items:
- An informer report will be created and used to create the error list (both delivered and custom error messages).

Notes:
- Informer Report "Colleague Application Error Message Report" is available to list all Colleague Error Messages.

2. **Follow-Up:** Help Video for WebAdvisor Registration
   Sponsor: Kirsten Colvey

   Last Meeting Notes:
   - To help with the students who don't find registration via WebAdvisor easy, can we provide more 'self-help' options.
   - **Idea:** Is there a way to have pop-ups or directed/interactive assistance help that would suggest video's or information to help the user on WebAdvisor.
   - **Idea:** Survey students on how students walk through WebAdvisor and how they try to find information to help.
   - **Idea:** Suggestion for Student Governments to create walkthroughs and/or video's for assistance with WebAdvisor.

- **Admissions and Records**

  o **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:
       - We have updated the SBVC CCCApply communication management documents, so responses will go to the admissions@valleycollege.edu and we have been collected the bounces for review.
       - As of 8/7/2013, still being worked on.

       Notes:
       - As of 08/21/2013, Still being worked on.

  o **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 08/07/2013, Still being worked on.

Notes:
- As of 08/21/2013, 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.
     o 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.

   Notes:
   - As of 08/21/2013, Still being worked on.

o **Admissions:**

1. **Follow-Up:** Turning on / Implementing the 'Student Types' custom fields on XSTM1
   Sponsor: Larry Aycock

   Question: Because 'Student Type' is a Colleague delivered field on SPRO, we need to rename our XSTM1 'Student Type' to be more meaningful. What should we call it?

2. **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 08/07/2013, Still being worked on.

   Notes:
   - As of 08/21/2013, Still being worked on.

3. **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 08/07/2013, is being worked on.

   Notes: Updates have been completed, and has been provided for users to test before loading into R18Live.

- **Registration**

  1. **Follow Up:** XOBN – Latest Update
     Sponsor: Cory Brady, Glen Kuck, Dan Angelo
     Last Meeting 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?
        Answer: Run the initial BILL for term step separately, then run XDREG1.

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

     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?
        Answer: It has been decided it won't stop the project from finishing, but it will be an outstanding issue that will still need to be addressed when it can.

     3. **Reported Issue:** Student "Lawrence, Latrice" was dropped from courses incorrectly. See Veada's report from August 6, 2013.

     4. **Process Need:** Because XOBN only reports students with balances due and registered in courses, a report is needed to find those students who are no longer in any classes, but still owe a balance
        Question: Can informer be used to provide this report?

Notes:
- Informer Report "Students who dropped all classes, but has a balance due for term." is available and provides the information in #4.

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 08/07/2013, still being worked on.

   Notes:
   - As of 08/21/2013, 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.
     o Need to follow up on departments needing to track students in Colleague (STAR, Middle College, etc.)

   Next Week's Discussion:
   - How Orientation entry is done in Colleague (MATI)?

4. **Follow Up:** For cross-listed sections, can a combined 'priority order' waitlist be accessed?
   Sponsor: Joe Cabrales

   Last Meeting Notes:
   - The current 'Waitlist Roster' does show waitlisted students from any cross-listed sections related to the section being pulled.
     o **Issue:** The order of the students is 'section first' then 'cross listed' sections. Can this be changed so it puts students in order they registered cross all cross-listed sections?

Notes: The current Class Roster and Waitlist Roster, available in WebAdvisor, displays the students from any cross-listed sections. For the Waitlist Roster in-particular, it is in priority order based on when the student was added to the waitlist cross all cross-listed sections.

- **Next Meetings:**

    1. **Next** "Working Session" **Scheduled for** Wednesday, September 11, 2013 **from** 2:00 PM **to** 4:30 PM
    2. **Next** "Business Session" **Scheduled for** Wednesday, September 4, 2013 **from** 2:00 PM **to** 4:30 PM

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