Brady, Cory M.

From:	Brady, Cory M.
Sent:	Tuesday, October 01, 2013 10:59 PM
To:	District Applications WorkGroup; DAWG.Faculty
Cc:	DCS Admin Group
Subject:	District Applications WorkGroup (DAWG): Agenda for 10/02/2013 (Business Session)

Team,

Below is the tentative agenda for this week's meeting. Please send me any topics 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.

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
10/02/2013	**2:00 PM**	**4:30 PM**	**Business Session**
10/09/2013	2:00 PM	4:30 PM	Working Session
10/16/2013	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
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Meeting Participants:

- District
  - ○

- SBVC
  - ○

- CHC
  - ○

Meeting Agenda (10/02/2013):

- **General Discussion**

  1. **Discussion:** Review of 'September' Colleague Patch Cycle
     Sponsor: Cory Brady

     Topics:
     - User Testing
     - UI Desktop Issues

  2. **Discussion:** Discuss and draft list of goals/objectives (projects) that the colleges are needing/looking to do over the next 1 to 5 years.
     Sponsor: Cory Brady
     Future Agenda: Next available Working Session

     Last Meeting Notes:
     - It is recommended that DAWG start to address bigger picture project discussions. Focusing on where the colleges like to go in the future.

     Last Meeting Action Items:
     - Schedule for a future topics and/or 'Working Session' for DAWG when topic discussions are low.

- **Admissions and Records**

  - **General**

    - **Discussion:** Positive Attendance Tracking – Pro's and Con's, Next Steps
      Sponsor: Larry Aycock

      "At the CACCRAO conference, Yuba Community College presented their home grown PA tracking system which works directly with Datatel. The program is web based, written in Visual Basic (ASP .net) and can pull date from and enter data into Datatel. This topic came up in a discussion in a meeting I had yesterday regarding positive attendance courses. We would like to look into implementing this system or something like it as it would bring us into compliance for positive attendance reporting and record keeping.

      Currently, we only collect the total number of hours the student completed for PA courses. Regulations require that we keep a record of the daily hours attended for each class meeting, however, we do not currently have a mechanism to record or collect that data. As such, we are currently out of compliance and in danger of being fined for improperly collecting

apportionment for PA courses. I believe SBVC is operating the same way and would also benefit from implementing this system."

- o **Registration**
  - **Discussion:** What it would take to add 'Refund Date' to Registration Statement?
    Sponsor: Veada Benjamin, Cory Brady

    Last Meeting Action Items:
  - Update ticket from Veada's request to:
    - o Determine if we can evaluate the Refund Rule per section during registration.
    - o If we can, then update ticket to remove the 'Status' column, and replace it with 'Refund Date' and the evaluated rule result per section.

- o **Transcripts**
  - **Discussion:** I would like to begin certifying students for CSU or IGETC on the transcript rather than manually populating a pdf and attaching it to the transcript. This will be done in CHC Comments for the time being. I hope that one day with Degree Audit up and running that the CSU and IGETC certifications will run against Degree Audit and populate the transcript. I will include an example of my request as soon as our Casper server is working properly.
    Sponsor: Ben Mudgett

    Last Meeting Notes:
    - To be discussed next meeting, so Ben can be a part of the discussion.
    - Postponed until next meeting, with additional topic items to be submitted.

- o **Applications:**

  - **Discussion:** Updating E-Mail Addresses in NAE – Suggestion to make the e-mail field 'Inquiry Only' on NAE.
    Sponsor: Cory Brady

    Last Meeting Notes:
    - Suggested to make the 'Email Type and Email Addresses' fields on NAE 'Inquiry Only', except to the below six staff who can make changes on DRUS:
      - o Steve Silva, April Dale-Carter, Veada Benjamin, Steven Rush, Larry Aycock
    - It was agreed that we will make the change in R18Live, but not in R18Test.

    Notes:
    - Using customizable field settings, it was found that setting a permission for all, will override individual operator settings. If we use this option, we will not be able to make the field editable for specific people.

  - **Discussion:** Waitlists Issues – Requesting the ability for students to see their cancelled waitlist reservations.
    Sponsor: Veada Benjamin, Joe Cabrales
    Ticket #: 8146-58096

    Last Meeting Notes:
    - As of 09/04/2013, the #8146-58096 ticket still needs to be assigned resources to allow students to see there 'cancelled' waitlists.
    - As of 09/25/2013, still being worked on.

- **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 09/25/2013, still being worked on.

- **WebAdvisor:**

  - **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'.
    - Added notice to 'Class Roster' and 'Waitlist' Roster e-mail students pages
    - As of 09/25/2013, Still being worked on.

  - **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

  - **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)
    - As of 09/25/2013, Still being worked on.

- **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 09/25/2013, currently being tested.

- o **Registration**

  1. **Follow Up:** XOBN – Latest Update
     Sponsor: Cory Brady

     Last Meeting Notes:
     - Updates for Co-Requisite checking for dropped sections, has been moved to live.
     - As of 09/25/2013, XDREG1 (Automated process for XOBN, DREG, BILL, Communication Management) has been moved into R18Test for testing.

  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 09/25/2013, still being worked on.

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

     Last Meeting Notes:
     - "Student Success Act" Summit, Sept 23-24
       - o Attendees: Kirsten Colvey, Marco Cota, Joe Cabrales, Robert McAtee, Rebeccah Warren-Marlett
       - o **Recommendations:**
         - Suggested to run the MIS extracts as soon as you can, to verify if your existing information is properly being entered to be extracted for MIS.
           - Example: How Ed-Plans are stored in Colleague

     - **Discussion Item:** Review SBVC's submitted priority rule changes.
       - o Reviewed SBVC's submitted priority rule changes for 2014SP,and notes sent back to Marco Cota, Joe Cabrales, April Dale-Carter.
       - o A student can appeal priority registration, but that appeal process needs to be put in board police.
       - o **IMPORTANT:** There is question if Calworks priority rules is working against what the colleges are doing with Calworks. We need to verify the process and make changes to the Calworks rule if necessary.

- **Next Meetings:**

  1. **Next** "Working Session" **Scheduled for** Wednesday, October 9, 2013 **from** 2:00 PM **to** 4:30 PM
  2. **Next** "Business Session" **Scheduled for** Wednesday, October 16, 2013 **from** 2:00 PM **to** 4:30 PM

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