

Brady, Cory M.

From: Brady, Cory M.
Sent: Tuesday, October 15, 2013 9:01 PM
To: District Applications WorkGroup; DAWG.Faculty
Cc: DCS Admin Group
Subject: District Applications WorkGroup (DAWG): Agenda for 10/16/2013 (Business Session)

Team,

Below is the tentative agenda for this week's DAWG meeting. Please send 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
10/16/2013	2:00 PM	4:30 PM	Business Session
10/23/2013	2:00 PM	4:30 PM	Working Session
10/30/2013	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 (10/16/2013):

- **General Discussion**

1. **Discussion:** TESS Executive Committee’s assignment for the District Technology Strategic Plan
Sponsor: Cory Brady
Priority Discussion Item

Topics:

- Review and validation of committee/workgroup charges
- Review and update member list (be sure to include/invite student representation);
- Develop Goals and Objectives for committee’s area of focus (3-5)

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

Priority Discussion Item

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**

- **Follow-Up:** 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."

Last Meeting Notes:

- Larry has sent e-mail to Yuba Community College to request a demo and code, but no follow up as of yet.

Last Meeting Action Items:

- Larry to provide IT contact for Yuba Community College for program.
- Larry to request a demo from Yuba on program.
- IT to review and determine requirements for implementing,

○ **Registration**

- **Follow-Up:** 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:
 - Determine if we can evaluate the Refund Rule per section during registration.
 - If we can, then update ticket to remove the 'Status' column, and replace it with 'Refund Date' and the evaluated rule result per section.
- Original ticket created for request is 8146-59542.
- As of 10/09/2013, still being researched.
- **Follow-Up:** EQ's not correctly being used for Co-Requisite during registration.
Sponsor: Cory Brady

Last Meeting Notes:

- We have identified the subroutine that evaluates the Co-Requisite rules, and have noted customizations that are required for it to work 'for us':
 - We need to remove the requirement for 'TERM' to match the section they are registering for.
 - We need to add the logic so the checking of EQ courses, will use the course equates to determine a linkage to older courses.

Last Meeting Action Items:

- Update subroutine as solution to initial ticket.

○ **Transcripts**

- **Follow-Up:** 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:

- General consensus is that it is a good idea. However, it is unclear how it needs to setup so that Credential's pulls the correct transcript information regarding the CSU or IGETC certification.

Last Meeting Action Item:

- Need to follow-up with Credentials, to identify how they currently pulls the 'CSU or IGETC' certification information and if adding the comment to the transcript would affect their process of pulling it.
- **Follow-Up:** Review of possible way to start entering transfer work, before the Degree Audit project is completed.
Sponsor: Ben Mudgett

Last Meeting Notes:

- Grouping or excluding 'Transfer Work' from Transcript
 - The 'TRNSFWK' term is being used for the summary entry and display on Transcript; which is supposed to display on transcript, for now.
 - **Suggestion:** Enter actual course transfer work as a different term "TRNSCRS" with title "Transfer Work Courses"
 - **Action Item:** Add 'TRNSCRS' term to RYAT.
 - **Action Item:** Need to fix error when using new transcript groupings.
 - **Action Item:** Need to add the exclusion of the 'TRNSCRS' for these groups (VO,VU,CO,CU,CC)
- Degree Audit
 - **Transcript Groups created:** CDA, VDA, DA
 - **IMPORTANT:** Transcript Groupings need to be updated on all college programs.
 - **Action Item:** Need to add the exclusion of the 'TRNSWRK' (summary info) for these groups, so just 'TRNSCRS' courses are used.
- Transfer Work Transcript
 - **Transcript Groups created:** TR, CT, VT
 - **Action Item:** Need to add the exclusion of the 'TRNSCRS' and 'TRNSWRK' for these groups.

Last Meeting Action Items:

- Add 'TRNSCRS' term to RYAT.
- Need to fix error when using new transcript groupings.
- Need to add the exclusion of the 'TRNSCRS' for these groups (VO,VU,CO,CU,CC)
- Need to add the exclusion of the 'TRNSWRK' (summary info) for these groups (CDA, VDA, DA), so just 'TRNSCRS' courses are used.
- Need to add the exclusion of the 'TRNSCRS' and 'TRNSWRK' for these groups (TR, CT, VT).

○ **Applications:**

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

Last Meeting Notes:

- We are not able to use the 'Customize Field' options, but we can use Security Classes to do it. We will identify the best security class and verify the affect users before implementing.

Last Meeting Action Items:

- Determine which security class will best work for operators who require access to the e-mail field. All other security classes that access that access NAE will be updated to set the e-mail field inquiry only.

Notes:

- Security Class Solutions
 - By creating at least 1 security class with fields marked with the below, will automatically black out the fields for all users that don't have privileged access in one of their security classes.
 - Privileged Access
 - Full Access to field.
 - Privileged Inquiry
 - Grey's out field, with no change access.
 - Privileged Modify
 - Can only change. Cannot blank out field.
 - By creating adding one of the below to existing security classes with NAE, it will apply that permission to just the users with the security class:
 - Denied Access
 - Blacks out field.
 - Inquiry Only
 - Grey's out field, with no change access.
 - Modify Data Only
 - Can only change. Cannot blank out field.
- Functional Solution:
 - Add Inquiry Only field access to all security classes with NAE access. Except those that require access to add/modify.
 - These are the only security classes that has NAE access:
 - Admissions / Records (??)
 - AM.APP
 - REC.CLERK.1.CHC
 - REC.CLERK1
 - REC.CLERKII
 - REC.STDWKR
 - ST.ADMISREGREC
 - Campus Police / CBO (??)
 - CR.CLERKS
 - ST.POLICESUPV
 - Human Resources (Inquiry Only)
 - DIST.HR
 - Other Offices (Inquiry Only)
 - FA.HOURLY
 - FA.TRAN
 - RCHAVIRA
 - ST.BOOKSTORE
 - ST.CALWORKS
 - ST.COUNS
 - ST.DIST

- ST.DSPS
- ST.DSPS.COUNS
- ST.DSPS.LIMITED
- ST.EOPSONLY
- ST.HEALTHSVCS
- ST.MATRIC.FSOUTH
- ST.NAE.ONLY
- ST.RESEARCH
- ST.SBVCASSESS
- ST.STARPROGRAM
- ST.STDACTIVITY
- ST.STUSRVCLERK
- ST.STUSUCCESS
- ST.TRANSFER
- ST.REDHERRING
- DM.NAE.INQUIRY.ONLY
- ST.NAEINQ.ONLY

- **Follow-Up:** 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.
- We have fixed a Late Add Code relating to Waitlist fixes we applied in Aug 2013.
- As of 10/09/2013, 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 10/09/2013, 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 10/09/2013, 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
 - **Follow-Up:** 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.
- **IMPORTANT:** Needed by Nov 2013 (Spring Registration)
- The "Schedule of Classes" and "Search and Register" don't both allow sorting, just 'Search and Register' does.
- As of 10/09/2013, 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.
- When should we implement the fixes? As soon as its ready.
- As of 10/09/2013, still being tested.

○ **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.
- As of 10/09/2013, still being tested.

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 10/09/2013, 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:

- Larry has updated the ticket requesting the changes for CHC priority rules.
- 3CDUG will be having MIS – Student Success tracks in Jan 2014.
- Questions from Summit:
 - If we exempt a student from a service, we will not be paid for that student. Do we need to re-think our decisions on blanket exemptions, such as 'BA Degrees'?
- Since we now will be counting assessment from other colleges for priority registration, we will need to include the AP (and OA...) test entries as valid tests for priority registration rules.

Future Discussion:

- Do we need to re-think our decisions on blanket exemptions on Orientation, such as for students with 'BA Degrees' or higher?

- **Next Meetings:**

1. **Next "Working Session" Scheduled for** Wednesday, October 23, 2013 **from** 2:00 PM **to** 4:30 PM
2. **Next "Business Session" Scheduled for** Wednesday, October 30, 2013 **from** 2:00 PM **to** 4:30 PM

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

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