

Brady, Cory M.

From: Brady, Cory M.
Sent: Wednesday, December 11, 2013 11:17 AM
To: District Applications WorkGroup; DAWG.Faculty
Cc: DCS Admin Group
Subject: District Applications WorkGroup (DAWG): Agenda for 12/11/2013 (Business Session)

Team,

Here is today's tentative DAWG agenda for our Business Session. Please let me know of any agenda items 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
12/11/2013	2:00 PM	4:30 PM	Business Session
12/18/2013	2:00 PM	4:30 PM	Working 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 (12/11/2013):

- **General Discussion**

1. **Discussion:** DAWG Meetings for 2014 – Same time, same place??
Sponsor: Cory Brady, Joe Cabrales
2. **Discussion:** Spring 2014 Priority Registration Issues – Questions to answers.
Sponsor: Cory Brady, Joe Cabrales
 - 1) How did the issue regarding the inaccurate registration dates for students occur?
 - 2) Why is it that WebAdvisor had the correct registration dates and changed them?
 - 3) Who is in charge of making sure that WebAdvisor runs properly is it the system itself or a certain department within the school that makes sure that its running right?
 - 4) Why is it that it took long to resolve the issues regarding registration dates?
 - 5) How was it that the policy regarding units that are not transferable not counting toward priority registration was implemented? When it is supposed to come into effect next fall not this spring?
 - 6) Who was it that came up with the policy regarding priority registration and how was that it was decided that it would be put into effect?
 - 7) If basic skill students are trying to succeed why is it that this policy is going to be put into effect?
 - 8) Is it only transferable credits that will now count towards priority registration once this policy is put into effect?
 - 9) Why is it that students were not notified about this policy change?
3. **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)

Last Meeting Notes:

- Reviewed feedback on high level goals created from previous meeting.
- Next meeting, refine the below goals:
 1. Provide an update and robust technological infrastructure.
 2. Increase community access to the institutions via technology.
 3. Providing technical support to meet state mandates.
 4. Ensure broad input on decisions regarding the adoption and implementation of technology.
 5. Ensure infrastructure (including adequate levels of staffing, professional development, hardware, maintenance and software procurement and implementation) to provide timely and effective technology solutions.
 6. Expand and improve online access to courses and services. (Can we provide MOOCs?)

4. **Follow-Up:** Colleague UI (Web) Implementation
Sponsor: Cory Brady

Notes:

- We are working on the last stages of a vendor contract with Ellucian to install the base software and servers to upgrade us from Desktop UI 2.3 to Colleague UI 4.4.1.

- Once completed, we will have Desktop UI and Colleague UI running side by side, until we convert all of our custom processes to work with Colleague UI.
- **Estimated Timeline:**
 - December 2013: Necessary hardware is currently being purchased
 - February 2014 - March 2014: Full Implementation

5. **Follow-Up:** Self-Service – Student Planning Implementation with review of Degree Audit.
Sponsor: Cory Brady

Notes:

- We are working on the last stages of a vendor contract with Ellucian to install the Self Service infrastructure, and implement the Student Planning module.
- **Estimated Timeline:**
 - December 2013: Necessary hardware is currently being purchased
 - February 2014: Project Starts
 - March 2014 - April 2014:
 - Stress Testing
 - User Training
 - May 2014 – June 2014:
 - Go-Live

6. **Closed Ticket Follow-Ups:**

- **Ticket#:** 8146-58234, **Issue:** EQ's not correctly being used for Co-Requisite during registration.
 - **Follow-Up:** Fixes to Co-Requisite usage in registration.
- Topics:**
- **Linked Sections vs. Normal Co-requisite Sections**
 - **When an EQ will work, and when it will not.**
- **Discussion:** Old EQ's aren't deleted or inactivated after a period (two years?)

7. **Ticket Follow-Ups:**

- **Ticket#:** 8146-59542, **Issue:** What it would take to add 'Refund Date' to Registration Statement?
- **Ticket#:** 8146-58096, **Issue:** Waitlists Issues – Requesting the ability for students to see their cancelled waitlist reservations.
- **Ticket#:**8146-52170, **Issue:** Students are reporting that they are not receiving the 'Admissions E-Mail' from Colleague when their application is imported.
- **Ticket#:** 8146-50155, 8146-48764, 8146-48755, **Issue:** E-mail sent from WebAdvisor by Faculty
- **Ticket#:** 8146-53512, **Issue:** Can we add an option to search for online courses on the "Search and Register for Classes" page of WebAdvisor?
- **Ticket#:** 8146-51446, **Issue:** Changes to correct when a student becomes inactive, and additional registration rules
- **Ticket#:** 8146-60001, **Issue:** Misc. Student & Faculty Notices (Add/Drop, Financial Transactions, etc.) – Not working.

8. **Current Project Follow-Ups**

- **Project# 365:** XOBN – Latest Update

- **ImageNow**

1. **Discussion:** Using 'TEST' data has "LIVE" data.
 - Example: Taking images imported into Test, and importing them into Live.
 - Problems:
 - We are not finished in verifying the batch of images is clean and usable.
 - Will create duplicates when we import the full batch into Live.

- **Admissions and Records**

1. **General**

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

Last Meeting Notes:

- Larry e-mailed again, but still not response.

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,

2. Registration

- **Discussion:**
- **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:

- **Priority Registration:**
 - **Questions:** First tier mandated group (EOPS, DSPS, Veterans, Foster Youth), what overrides placement into this group?
 - Orientation, Assessment, Academic Standing (CHC now) must pass to stay in this group.
 - Academic Standing – Any lvl 2 or lvl D is not in good standing.
 - For DSPS, will have the ability to get these areas exempted based on "accommodation" by Admissions entering an override date when exempted.
 - 'Active Military or Veterans'
 - Military Status of 'Active...' only will get priority. To be confirmed by Steven Rush.
 - Returning Status will not remove Priority A students.
 - Continuing Students will be assumed to have met the Orientation and Assessment.
 - But, academic standing will drop the student to open reg.
- **Follow-Up: CHC Waitlist** – Requested Changes before Jan 13.
Sponsor: Cory Brady
 - **Question:** WebAdvisor: Should 'Manage My Waitlist' to show 'C' (cancelled) only, or also 'D' (drop)?
 - **Discussion:** We will just include 'cancelled' waitlists
 - **Decision:** Adding a 'Cancelled Waitlist' section to middle of the current 'Manage My Waitlist'
 - **Columns:**
 - Term
 - Section, Title
 - Location
 - Meeting Information
 - Faculty
 - Credits
 - **Question:** WebAdvisor: 'Manage My Waitlist' message review.
 - **Decision:** Add below window to 'Registration Result Page'
 - **Decision:** Add an icon/link on the main registration page about 'Wait list' that takes the student to the 'Manage My Waitlist' page.

IMPORTANT WAITLIST REMINDER:

48 hours before the start of the section, your classes will no longer appear on your "Manage My Waitlist" page. This means the waitlist for that section has closed. If you are not registered when the class begins, you should attend the first class meeting.

- **Question:** 'Manage My Waitlist' doesn't currently have the ability to 'Opt Out of ASB' as it does on the main registration screen.
 - **Action Item:** Need to confirm, if a student 'waitlists' only (no registered sections), if the 'opt out' flag is successfully recorded.
 - **Decision:**

- If it is confirmed that the 'opt-out' flag is being written, then it will be reviewed for Summer 2014, if it should be added to 'Manage my Waitlist'
 - If it is NOT writing the flag, then we will add the same logic to the 'Manage My Waitlist' as it is on the main registration page.
- **Question:** WebAdvisor: 'Registration Help' necessary changes. (1st paragraph talks about waitlist)
 - **Decision:**
~~San Bernardino Valley College is~~ We are currently providing a waitlist for most of our classes (the waitlist is NOT available for classes that require special permissions, or for classes with co-requisites). If you try to waitlist a section that is not approved, you will get an error message from the system.

3. Applications

- **Discussion:** CCCApply Imports are returning error "The student Program start date of ... is not within the range for the Academic Program"
Sponsor: Cory Brady

Issue Description:

- New Academic Programs generally start in the Fall Term; which is the start of the new catalog year. As such, the procedure is use Fall Term's Start Date as the Start Date of the Academic Program.

- When a student application is imported, the student's academic program is started the 'day before' the start of the term they are applying for.

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Comments
** For SBCCD, the start date will always been the start date of the
** start term, which is determined in the "Source Pre-Edit"
*EDITED.DATA = X.TERM.START.DATE

** CBRADY, 05/20/2010
** Because the earliest classes start on X.TERM.START.DATE, we need
** to make sure, the program starts 1 day earlier for registration.
** rules to work.
EDITED.DATA = X.TERM.START.DATE - 1

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- When the student applies for the Fall Term and the academic program the student chose is also starting in the Fall Term, we get the error "Academic Program Start Date is after Student Academic Program Start Date".

Comments:

- These particular procedures and logic have been in place since 2010, and only now is this problem showing its self.
- It's possible we don't change academic programs sufficiently enough, that student's simply haven't used the new academic program during the first fall term.
- This year we have created significant set of new academic transfer programs, which also has more visibility to students that most other academic programs.
- Once we stop accepting Fall 2013 applications, this problem will go away until Fall 2014.

Question: How can we change this or other associated processes, to correct this problem?

4. 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.
- Larry will be following up with Credential's.

5. WebAdvisor:

- **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

- **Next Meetings:**

1. **Next** "Business Session" **Scheduled for ???**
2. **Next** "Working Session" **Scheduled for** Wednesday, December 18, 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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