From:	Brady, Cory M.
Sent:	Wednesday, February 19, 2014 12:53 AM
To:	District Applications WorkGroup; DAWG.Faculty
Cc:	DCS Admin Group
Subject:	REMINDER: District Applications WorkGroup (DAWG): Agenda for 02/19/2014 (Business Session)
Attachments:	University of La Verne's (an Ellucian® Banner® User) myCampus Mobile Grant Briefing iSeminar

Team,

Here is the **updated** tentative agenda for **today's** Business Session. Please send me any additional 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
02/05/2014	**2:00 PM**	**4:30 PM**	**Business Session (Cancelled)**
02/12/2014	2:00 PM	4:30 PM	Working Session
02/19/2014	**2:00 PM**	**4:30 PM**	**Business Session**
02/26/2014	2:00 PM	4:30 PM	Working Session

PARTICIPANT DETAILS
> Dial your telephone conference line: **913-312-3202** or **(888) 886-3951**
> Cell phone users dial: **913-312-3202**
> Enter your passcode: **798316**
> 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: **798316**

Meeting Participants:

- District
  - o
- SBVC
  - o
- CHC
  - o

Meeting Agenda (02/19/2014):

- **Project Discussions**

    1. **OpenCCCApply**

    2. **BlackboardPay**

    3. **Vendor Projects**

        - **Colleague UI**
        - **Self-Service: Student Planning w/Degree Audit Review**

- **General Discussion**

    1. **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.

    2. **Current Project Follow-Ups**
        - **Project# 365:** XOBN – Latest Update

        Last Meeting Notes:
        - We are looking at completing the final Automation piece by Christmas Break, or shortly after.
        - SBVC is reporting at Valley students are being dropped from paid courses at Valley, when they didn't pay for a course at CHC.

        Last Meeting Action Items:
        - Veada/April will provide the student information that showed the problem.

- **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**

        - **Discussion:** Auditing Courses
          Sponsor: Larry Aycock

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- **Discussion:** University of La Verne's (an Ellucian® Banner® User) myCampus Mobile App Grant Briefing iSeminar
  Sponsor: Larry Aycock, Rebeccah Warren-Marlatt

- **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,

- **Follow-Up/Discussion:** Having Positive Attendance Online
  Sponsor: Joe Cabrales

2. **Registration**

- **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.

- **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 INFORMATION:**
  >
  > You will know you have been approved to register by receiving an email in your student email account. **You should monitor your student email account closely if you are on any waitlists because you only have two business days to register once you have been notified.**
  >
  > **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)
  - o **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.
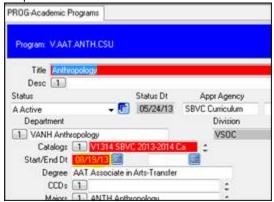
3. **Applications**
   - **Discussion:** CCCApply Imports are returning error "The student Program start date of … is not within the range for the Academic Program"
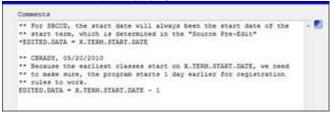   **Sponsor:** Cory Brady

     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.

     - 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: 06/01/2014

- **Next Meetings:**

  1. **Next** "Business Session" **Scheduled for** Wednesday, March 5, 2014 **from** 2:00 PM **to** 4:30 PM
  2. **Next** "Working Session" **Scheduled for** Wednesday, February 26, 2013 **from** 2:00 PM **to** 4:30 PM

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