Brady, Cory M.

From:	Brady, Cory M.
Sent:	Wednesday, March 12, 2014 1:16 PM
To:	District Applications WorkGroup; DAWG.Faculty
Cc:	DCS Admin Group
Subject:	District Applications WorkGroup (DAWG): Agenda for 03/12/2014 (Working Session) (Updated #3)
Attachments:	OpenCCCApply_Rules_and_Messages_031214.xlsx

Team,

Here is the **updated** agenda for today's DAWG Working session. Primary working topics are OpenCCCApply and Student Planning. Please send me any additional 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
03/12/2014	**2:00 PM**	**4:30 PM**	**Working Session**
03/19/2014	2:00 PM	4:30 PM	Business Session
03/26/2014	2:00 PM	4:30 PM	Working Session
04/02/2014	2:00 PM	4:30 PM	Business 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
  - ○
- SBVC
  - ○
- CHC
  - ○

Meeting Agenda (03/12/2014):

- **General Items**

- **Project Discussions**

  - **BlackboardPay**

    - **Follow-Up:** Project Plan Timeline Status
      Last Meeting Notes:
      - ○ We are continuing on our design of the process for Colleague. We are roughly at 80% complete, before we start programming.

  - **OpenCCCApply**

    - **Follow-Up:** Project Plan Timeline Status

    - **Follow-Up:** Beta Apply Links
      Last Meeting Action Items:
      - [Jason] Update the "/beta/apply" links to the OpenCCCApply beta application.

    - **Follow-Up:** Supplemental Questions
      Last Meeting Action Items:
      - Cory will send an excel list of the current questions and hover help for both colleges.
      - Larry Aycock will take the hover help and will work on getting it translated.

    - **Follow-Up:** Rules and Messages
      Last Meeting Notes:
      - See attached excel document of rules.

    - **Follow-Up:** Questions for CCC:
      Last Meeting Action Items:
      - Is an e-mail sent to the student when they create an account with CCC? Test not send, but will production?
      - Should a student be able to create multiple accounts with the same e-mail address, but different SSN, name, etc.?
      - Will OpenCCCApply submit information to other systems, such as 'Wintergreen Orchard House Data Update"?

    - **Discussion:** Changing Student E-Mail to accept '2 character' last names.
      Sponsor: Steven Silva

    - **Follow-Up:** Review of Import Fields for XEAPP.
      Last Meeting Notes:
      - Suggested to add this to the MIS Executive Meeting as a better judge of what needs to be imported for new fields.

    - **Follow-Up:** What marketing, changes to websites, documentation, security do you want to do?
      Future Agenda: March 12, 2014

      Last Meeting Notes:
      - **Question:** Larry will not be able to attend on Wednesday. Below is his comments on the security permissions question:

- CHC Admissions proposes that Directors have the ability to manage the users for OpenCCCApply, and IT is only backup. Meaning, they would manage who has access when any changes are necessary. This would require any additional training needed to understand permissions for Control Center and Report Center.
- April agrees with Larry.

- **Branding**
  - Crafton will stick with current header from XAP application.
  - Valley will come up with a new header.
    - o [Cory] To send size limitations for new header.

- **Entry Application Instructions**
  - Use XAP verbiage for now, but need to review later when testing the application process.

- **College Material that need to be updated and/or reviewed.**
  - SOAR Packet for Highschool Visit, includes details on applying.
  - Crafton Apply Pages
    - o http://www.craftonhills.edu/Admissions_and_Records/Apply
  - Valley Apply Pages
    - o http://www.valleycollege.edu/admissions-financial-aid/admissions-records/admissions/application-for-admissions
    - o http://www.valleycollege.edu/become-a-student.aspx

- **Workshop in CCCApply – April 15**
  - Will be announcing BOG Application
    - o [Cory] To send information to Financial Aid.
  - Recommend that at least OpenCCCApply project team members attend.

o **Vendor Project: Colleague UI**

- **Follow-Up:** Project Plan Timeline Status
  Last Meeting Notes: It was discovered that UI 4 may be required to be installed prior to Student Planning. We are currently confirming this. If true, we will have to re-arrange installation schedules, that would move Student Planning installation out by 2-3 weeks.

o **Vendor Project: Self-Service: Student Planning w/Degree Audit**

- **Follow-Up:** Project Plan Timeline Status

- **Discussion:** Updates to Academic Programs
  Time Requested: 3:00pm – 3:30pm

  - When a student view an academic program in Student Planning, they will see a paragraph description about the academic program. We currently do not have descriptions for any academic programs.
  - **Questions:**
    - Do we have descriptions for academic programs? In Catalog?
    - If we do, how do we want to proceed in updating the academic programs?
    - If we don't, do we want to create a generic description for now?

- **Discussion:** Degree Audit – Clean Up
  Time Requested: 3:00pm – 3:30pm

  - Working with Ellucian, we have begun to identify syntax changes to the Degree Audit academic program requirements. We have already identified ways to reduce the size of the EVAL report by changing how we print comments. As we continue to identify more, we will be identifying how we will be making changes in mass.

  - Course Equates have always been used in Registration, but since Degree Audit hasn't been openly used by students, we are now beginning to identify issues more often than just during registration periods.
    - o **Questions:**
      - How do we want to proceed for the implementation portion, vs once we go live, in correcting found equate issues?

- **Discussion:** Degree Audit - Course Equate Issue

- We have identified a possible implementation bug, in which equate codes such as '00078' and '0078'; though uniquely separate, are being miss used when Degree audit runs an evaluation. We have opened a ticket with Ellucian to confirm this bug, and hope they can provide us a programmic workaround.

- **Follow-Up:** Degree Audit Transcript Groupings

    - We have identified the need to have 2 different Degree Audit transcript groupings (per college), that would be applied to academic programs based on if they should use 'Degree and Non-Degree' courses or just 'Degree Courses'.
        - **Question:** Do we need a 'Combined / District' codes?

    - We have identified the following Transcript Groupings

        - CDA – Without Non-Degree Applicable included
            - Include Credit Types
                - ADVDG – Advanced Placement Degree Applicable
                - DEGREE – Degree Applicable
                - TRNDG – Degree Applicable Transfer Work
                - CLPDG – CLEP Degree Applicable
                - MILDG – Military Credit – Degree Applicable

        - CDAND – With Non-Degree Applicable Included
            - Include Credit Types
                - ADVDG – Advanced Placement Degree Applicable
                - ADVND – Advanced Placement Non-Degree Applicable
                - DEGREE – Degree Applicable
                - NTDEG – Non-Degree Applicable
                - TRNDG – Degree Applicable Transfer Work
                - TRNND – Non-Degree Applicable Transfer Work
                - CLPDG – CLEP Degree Applicable
                - CLPND - CLEP Non-Degree Applicable
                - MILDG – Military Credit – Degree Applicable
                - MILND – Military Credit – Non-Degree Applicable

        - VDA – Without Non-Degree Applicable included
            - Include Credit Types:
                - ADVDG – Advanced Placement Degree Applicable
                - DEGREE – Degree Applicable
                - TRNDG – Degree Applicable Transfer Work
                - CLPDG – CLEP Degree Applicable
                - MILDG – Military Credit – Degree Applicable

        - VDAND – With Non-Degree Applicable Included
            - Note: Suggestion to add paragraph mentioning that Non-Degree App are included in evaluation.
            - Include Credit Types:
                - ADVDG – Advanced Placement Degree Applicable
                - ADVND – Advanced Placement Non-Degree Applicable
                - DEGREE – Degree Applicable
                - NTDEG – Non-Degree Applicable
                - TRNDG – Degree Applicable Transfer Work
                - TRNND – Non-Degree Applicable Transfer Work
                - CLPDG – CLEP Degree Applicable
                - CLPND - CLEP Non-Degree Applicable
                - MILDG – Military Credit – Degree Applicable
                - MILND – Military Credit – Non-Degree Applicable

- **Discussion:** We need to discuss the business process of entering NEQV's for students who challenge prerequisites. **Sponsor:** Ben Mudgett

- We need to discuss the business process of entering NEQV's for students who challenge prerequisites. The situation below is a student who completed MATH 250 at CHC and enrolled in a course that required MATH 250 at SBVC. SBVC entered an NEQV to clear the student to enroll. Since the NEQV was entered, the completed course, MATH 250 was cancelled out by degree audit as a repeat. Also, as we move forward entering transfer work, we will need a new business process to clear prerequisites since we do not want an NEQV NC status course with an EQ course.

- Notes from Stacia Bullock, Ellucian:

    I have taken a look at this issue. It took me a while to figure out but, the issue is with your data and not how the equate is set up.

    This student took MATH-250 in the Fall of 2012 and got a grade of A

    Then, the student was granted a non-course equivalency of MATH-250 with a date of 4/10/13
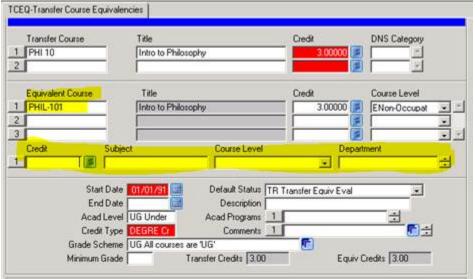
    The system sees this as a repeated course and therefore only one of the courses can count as completed credits.

    Your transcript grouping of CDA excludes the non-course from the eval and the 2012 FA instance of the course is seen as the repeated course and has been replaced by the NC instance..   SO neither can fulfill a requirement on the EVAL.

    Why would this student get MATH-250 as an equivalency if he already had taken the course? … It is set up as a non-repeatable course, so technically one set of credits needs to be taken away.

    I think if you were to give the student the equivalent of just 3 credits in MATH (like we discussed yesterday on TCEQ) or for some other MATH course, you might find that the EVAL would apply things correctly.

- **Follow-Up:** What are the Transfer Course issues that we need to resolve?

    - Pseudo Courses for courses not at college or Changing Degree Audit syntax to use Credits vs Courses.

    - Syntax for Degree Audit for Units & Course
        - Take MATH-110, MATH-120; MIN 9 units
        - Stacia will look in to his, to see if this will correctly use Courses and Units (transfer work).

    - Others

- **Follow-Up:** The TRNSFR term is not carrying over from the EXTS screen when entered.

    Last Meeting Notes:
    - Before the patches in Jan, this was working. But, now it's not.
    - Topic moved to Student Planning meeting to address on Transfer Work

- o Still need to see if any answer nets exist on problems with last patches installed in Jan 2014.

- **Follow-Up:** What was Counselors needing to be trained on?
  Last Meeting Notes:
  - Mainly it's the new Advising interface for Student Planning.
  - Not very much the EVAL process.
  - Registration portion may need to be postponed until we can resolve the ASB and Drop Notice configuration issues.
  - How can we configure/customize Student Planning views and actions?

  Last Meeting Action Items: [Cory to follow-up with Project Manager]
  - Training on student planning for counselors needs to be done before students get access.
    - o This means the July 27 timeline will not work.
    - o The functional level is at least entry of Ed-Plans.
      - ▪ What If's doesn't need to be made available.

- **Next Meetings:**

  1. **Next** "Business Session" **Scheduled for** Wednesday, March 19, 2014 **from** 2:00 PM to 4:30 PM.
  2. **Next** "Working Session" **Scheduled for** Wednesday, March 26, 2014 **from** 2:00 PM to 4:30 PM.

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