Brady, Cory M.

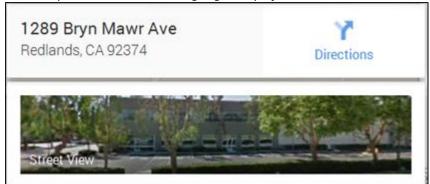|	
From:	Brady, Cory M.
Sent:	Wednesday, April 09, 2014 11:01 AM
To:	DAWG.Faculty; District Applications WorkGroup
Cc:	DCS Admin Group; Parra, Rosemarie; Leon, Mary Colleen
Subject:	District Applications WorkGroup (DAWG): Agenda for 04/09/2014 (Working Session) (Update #3 - Location Update)

Team,

We have been able to setup a temporary conference room in our new Training Lab at the New Annex Building for the DAWG meeting. So, for those who wish to attend in person, below is the directions, otherwise we will also be available via CCConfer as usual.

Location: Training Room at Annex Building

Click the picture below to see a google map of the location.

Below is our tentative agenda for our today's DAWG: Working Session. Please send any additional 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
04/09/2014	**2:00 PM**	**4:30 PM**	**Working Session**
04/16/2014	2:00 PM	4:30 PM	Business Session
04/23/2014	2:00 PM	4:30 PM	Working Session
04/30/2014	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 (04/09/2014):

- **General Items**

- **Project Discussions**

    - **BlackboardPay**

        - **Follow-Up:** Project Plan Timeline Status
          Last Meeting Notes:
            - ○ We are done with design, and are currently completing the programming of the needed processes.
            - ○ Testing is to be completed by March 21, so CHC can go live first weeks in April.

    - **OpenCCCApply**

        - **Follow-Up:** Project Plan Timeline Status
          Last Meeting Notes: We currently are resolving issues with the CCC download client.

        - **Follow-Up:** Rules and Messages
          Last Meeting Notes:
            - See attached excel for updates on rules and messages identified.

        - **Follow-Up:** Changing Student E-Mail to accept '2 character' last names, and updating process to support Office365 (@sbccd.int to @sbccd.cc.ca.us)
          Last Meeting Notes:
            - Admissions direction, since we haven't seen incorrect student names that have 2 characters, we would like the rule changed to allow 2 or more character last names.

        - **Follow-Up:** Review of Import Fields for XEAPP.
          Last Meeting Notes:
            - Has been taken to the MIS Executive Committee, and they have identified.

- The Title IX fields was requested, and it was mentioned that valley already has a Title IX data.
- Valley Title IX:
  http://depts.valleycollege.edu/research/snapsurveys/j_smith/athletics/athletics.htm?id=OzyYy
  - Suggestion:
    - Since the Butte survey data would be available to the rules, we could have a follow-up survey via e-mail be sent when submitting the application.

Last Meeting Action Items:
- Cory to talk with Keith and James in using Butte's survey vs. the existing college's Title IX survey.
  - **Questions:**
    - Do we really need to collect the Title IX / Athletics information via the Application?

- **Follow-Up:** What marketing, changes to websites, documentation, security do you want to do?
  Future Agenda: March 26, 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.t was
  - Valley will come up with a new header.
    - [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
      - http://www.craftonhills.edu/Admissions_and_Records/Apply
    - Valley Apply Pages
      - http://www.valleycollege.edu/admissions-financial-aid/admissions-records/admissions/application-for-admissions
      - http://www.valleycollege.edu/become-a-student.aspx

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

- **Vendor Project: Colleague UI**

  - **Follow-Up:** Project Plan Timeline Status
    Last Meeting Notes: No changes to the installation schedule, we will me installing the Self-Service: Student Planning services on March 17, and Colleague UI servers will be installed on April 21st.

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

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

  - **Follow-Up:** Review Degree Audit Transcript Grouping Select Criteria, will need to add the additional selection and print subroutine.

  - **Discussion:** Why aren't or why can't ALL Honors courses be equated the the non-honor courses. It doesn't appear all H courses are equated. For example: ASTRON-150 and ASTRON-150H

- **Discussion:** Why is the Psych-105 prior to Fall 2009 equated with Fall 2009 after?

- **Discussion:** How to include the below into 1 program, instead of two. How would the colleges implement such a solution?

  Human Services AA: Can be met by completion of a Human Services Certificate of Achievement. Rather than run two different reports (AA Grad Req. & Cert. Req.), how can we use syntax to show a student has fulfilled the major requirements by completion of a Human Services Certificate.

  - Notes:
    - Complete 18 units as part of the requirement, or complete one of 4 Human Service Certificates.
    - **Possible Resolution:**
      - Create each Certificate as a separate syntax group.
        - **Problem:** Would be very length of syntax.

    - Usage of 'Specializations'
      - Would allow 1 program, allow 4 different versions with different requirements.
      - Would require counselors or someone to update the individual student's program to the specific specialization?
      - Would not allow a 'required' specialization for evaluation.
        - Default 18 unit requirement, then wave it (EXOV) and add the certification specialization per student.
        - **OR**
        - Adding a Rule to check that a specialization exists
          - Have the 18 units be a specialization
          - Have the 4 other certificates their own specialization.

- **Follow-Up:** Updates to Academic Programs
  Last Meeting Notes:
  - 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 Notes:**
    - Valley has academic program description both in the Catalog and on the valleycollege.edu
      - Possible there may be one or two that don't have a descriptions.
    - Crafton has academic program descriptions in the catalog, but some academic programs do not have description written.
    - Generic Descriptions
      - **Task:** Come up with a list of the Academic Programs without descriptions.
      - **Task:** Need to review what will be included in the description.
      - **Suggestion:** Work with division secretaries in coming up with generic verbiage.
      - **Suggestion:**
        - **CHC –** Leave it blank, until a description can be defined.
          - **Action Item:** Vicky will confirm with VP of Instruction.
        - **SBVC –** "Please refer to division for information on this academic program."
          - **Action Item:** Corrina will confirm with VP of Instruction

  Items from Student Planning Meetings for DAWG:
  - Discuss in DAWG what the description format should be.
  - Discuss in DAWG what descriptions will be updated before Student Planning goes live, and those after it goes live?

  Notes:
  - **Report from Corrina Baber:**
    - Dr. Kinde has confirmed that she would like the academic programs without a description to read what was listed in your minutes provided:

      "Please refer to division for information on this academic program."

Also, please note that we will be asking departments/divisions to provide their program descriptions if they haven't before. This will be done during our annual catalog update.

- **Discussion:** Implementing 3 options to complete each non-transfer Academic Programs

  - **Issue:** An academic program will have 3 different options for completion. (IGETC, CSU, GE, etc.)
    - Ability to choose one of the 3 options for evaluation.
    - The only ability to choose in Degree Audit and Student Planning, is at the time of selecting an academic program.
    - Possible via Syntax per Requirements
      - Include each of the 3 has 'groups' and have say take 1 of 3.
      - Will not work, because all requirements that meet, will need to be under the same IGETC, CSU, GE, etc.
    - Possible Solutions:
      - 3 separate academic programs, and the office/student will need to run all 3 to determine the best option.
      - OR
      - Customize Degree Audit, so that the system will automatically run all 3 options, and return the best option.
    - Suggested Solution:
      - Have 4 academic programs created for each academic program:
        - Example
          - C.AA.HIST (General ED @ Crafton)
          - C.AA.HIST/CSU
          - C.AA.HIST/IGETC.CSU
          - C.AA.HIST/IGETC.UC
        - Only for AA and AS, not for AAT or AST

  - **Items from Student Planning Meeting**
    - Discuss, in DAWG, the naming convention for these programs?
    - Discuss, in DAWG, how these programs will be created, and maintained?

- **Follow-Up:** Degree Audit – Clean Up

  Last Meeting Notes
  - 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.
    - **Questions:**
      - How do we want to proceed for the implementation portion, vs once we go live, in correcting found equate issues?

  Discussion Notes:
  - **Corrina:**
    - It would still need to be confirmed with Instruction, before any corrections are made.
  - **Vicky:**
    - For the double equates, not clear on why it's happening.
    - For what courses are properly equated, the current direction with the MIS form to identify equates between colleges.

  - **Discussion for future:**
    - How do we handle the increased work load in maintaining course information, as Degree Audit/Student Planning becoming more used, and errors need to be fixed more quickly?

    - Suggestion to present Degree Audit and how equates are used to the Curriculum committee, with the advantages and disadvantages.

- **Follow-Up:** Degree Audit - Course Equate Issue
  Last Meeting Notes:

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

  Last Meeting Notes
  - 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.

- **Discussion for future:**
  - Will the colleges still enter transfer work for the other college, even with the suggestion of a evaluator only use of the Combined Degree Audit transcript grouping.

  - If both colleges except each other's course work, then that would require a 'District Transcript'.

    - **Cons:** Funding changes
      - Fees for transcripts
      - Legal Security Paper for transcripts (different between colleges, vs 1 district template)

  - **Suggestion:** Should a discussion for a 'District Transcript' be something that is brought to the [enter groups here???]?
    - What legal requirements are necessary as long as we are considered as 'separate colleges'?
      - If we did a District Transcript, does that require a 'District Curriculum'?
    - Talk with other multi-college districts to see what they did when going to a district transcript.
      - Riverside Community College District
      - Coast Community College District
      - Ventura Community College District
      - Contra Costa Community College District
    - Start discussions with VP of Student Services and VP of Instruction.

Notes:
- **Follow-Up Items**

- Having CHC and SBVC programs defaulted in accepting the usage of SBVC and CHC courses taken, without 're-entering' the other colleges courses as transfer work.
  - By allowing CHC and SBVC courses to be used in Degree Audit, this removes repeat rule issues that are caused when 2 entries for the same equated course are made.
  - Academic Programs will have the combined Degree audit transcript groups, which will be used for Student Planning and 'what if' scenarios. But, when a student petitions to graduate, the college will evaluate the degree based on their method of determining which courses work (transfer or local) will ultimately be used for the degree.

- Having Pseudo Subjects and Courses for only those subjects and courses we do not have any equated courses
  - By limiting it, we will not have the 'prerequisite' issue in having to update all course prerequisites with 'pseudo' courses that would have to be added.

- **Items from Student Planning Meetings**
  - Discuss, in DAWG, what SUBECT pseudo courses that need to be created?
  - Discuss, in DAWG, how these pseudo courses will be created (on the fly)?

- **Discussion:** How to handle 'outdated' Student Ed-Plans

  Issue: With degree audit, past term 'planned' course work that wasn't taken in that term, still shows up on Degree Audit. This would appear miss-leading and would seem to need to be updated. How are we to handle updating the 'outdated' ed-plans?

- **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
  - 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.
    - This means the July 27 timeline will not work.
    - 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, April 16, 2014 **from** 2:00 PM to 4:30 PM.
  2. **Next** "Working Session" **Scheduled for** Wednesday, April 23, 2014 **from** 2:00 PM to 4:30 PM.

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