

Brady, Cory M.

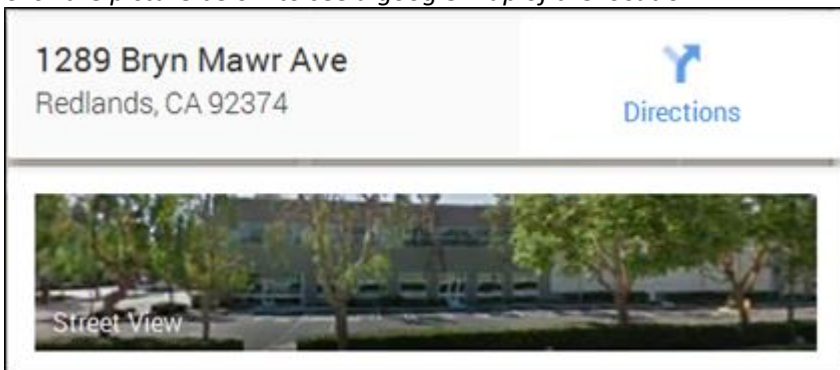
From: Brady, Cory M.
Sent: Wednesday, April 16, 2014 10:10 AM
To: District Applications WorkGroup; DAWG.Faculty
Cc: DCS Admin Group
Subject: REMINDER: District Applications WorkGroup (DAWG): Agenda for 04/16/2014 (Business Session)
Attachments: AP 4070 Auditing and Auditing Fees.docx; BP 4070 Auditing and Auditing Fees.docx; myCampus_Mobile_Showcase_Featuring_ULV.PDF; Webinar: Introducing Ellucian Student Success

Team,

Here is our **UPDATED** tentative agenda for DAWG's Business Session today. Please send me any agenda topics you wish to add.

Reminder: As of April 9th, DAWG Meetings are now being held at the new Annex location below:

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



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.*

<i>Date</i>	<i>Start time</i>	<i>End time</i>	<i>Session Type</i>
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
05/07/2014	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
 -
- SBVC
 -
- CHC
 -

Meeting Agenda (04/16/2014):

- **Project Discussions**
 1. **OpenCCCApply**
 - **Follow-Up:** CCCApply Workshop, April 15.
 2. **BlackboardPay**
 - **Follow-Up:** CHC Enrollment Portal going live April 18th.
 3. **Vendor Projects**
 - **Colleague UI**
 - **Self-Service: Student Planning w/Degree Audit Review**
- **General Discussion**
 1. **Ellucian Webinar:** Introducing Ellucian Student Success, April 23 @ 11:00am
Note: See attachment.
 2. **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.
 3. **Current Project Follow-Ups**
 - **Project# 365:** XOBN – Latest Update
Last Meeting Notes:

- **Question:** Because we haven't fixed the scheduler, do the colleges need to update the schedule with the work around? Yes.
 - When we fix it, can we do a mass clear of the dates? Yes.
- Payment issue was fixed, and is in live.

Current Issue: Scheduler still needs to be updated.

- **ImageNow**

1. **Follow-Up:** Using 'TEST' data has "LIVE" data.

Last Meeting Notes:

- CHC is currently putting to board to have vendor scan microfilm.
 - Larry will notify Arlene when board approved, and when scheduled by vendor to scan.
- Directors confirm this is not a standard process, and should not be happening.

Current Issue:

- Need to complete review of vendor images in TEST, so we can officially move them to live.
 - Will be removing access to TEST, until users can complete review to prevent use of TEST data as LIVE.

- **Admissions and Records**

1. **General**

- **Follow-Up:** Auditing Courses
Sponsor: Larry Aycock

Last Meeting Notes:

- District Assembly is reviewing our policies, and noting we do not have the ability to 'audit' courses. They have announced that it would be in Fall 2014, but haven't talked with any of the college offices.
- This topic is showing up on the management meeting this week as well.
- **Question:** What would it take to implement?
 - No direction on how the colleges want to implement Audit courses.
- **Process Discussion:**
 - Different fee for auditing (i.e. enrollment \$15 per unit)
 - What fees are required, which are optional?
 - How will they should show on the transcript?
 - Will enrollment in a section, take up seats for the section?
 - Is there a repeat policy for auditing? (District vs Ed. code)
 - Is it going be based on petition?
 - Requires instructor approval.
 - What other colleges are they looking at who has already implemented 'audit' courses in colleague?
 - What reports will need to be changed, to exclude 'audit' courses?
 - MIS / EIS reporting
 - What do we need to report to MIS (or other) about 'audit' courses?
- **Question:** Would a second section with the same information be required?

Last Meeting Action Items:

- [Cory] See if there is any documentation that would help identify the information the colleges need to decide on to implement.
 - [Larry] Will send Cory the policy document from District Assembly about their direction for Auditing courses.
 - [Larry/April] Will reach out to the Admissions listserv about what other colleges have done, reporting requirements or other polices that must be followed.
- **Follow-Up:** University of La Verne's (an Ellucian® Banner® User) myCampus Mobile App Grant Briefing iSeminar
Sponsor: Larry Aycock, Rebecca Warren-Marlatt

Last Meeting Notes:

- We will start to fill out the grant application now, and follow up with the powers to be before sending.
- A decision would need to be made by the campus on which Mobile app they will go with: Ellucian Mobile App or Blackboard Mobile App.

Last Meeting Action Item:

- [April, Larry, Rebecca, Cory] Will attend the online webinar to get more information. Will report back at DAWG on Mar 5.
 - [Larry] Invite Donna Hoffmann to webinar
 - [Cory] Invite Rick Hrdlicka to webinar.
- **Follow-Up/Discussion:** Having Positive Attendance Online
Sponsor: Joe Cabrales
Last Meeting Notes: Postponed until Joe is present.

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.

Last Meeting Notes:

- For Summer 2014
 - CHC - Need to enforce Orientation, and Ed-Plan for new students only.
 - SBVC – Needs to enforce Ed-Plan, Academic Standing, returning student changes.
- **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)
 - **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. 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.

4. 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, April 30, 2014 **from** 2:00 PM **to** 4:30 PM
2. **Next "Working Session" Scheduled for** Wednesday, April 23, 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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