Brady, Cory M.

From:	Brady, Cory M.
Sent:	Wednesday, May 07, 2014 12:12 PM
To:	District Applications WorkGroup; DAWG.Faculty
Cc:	DCS Admin Group
Subject:	REMINDER: District Applications WorkGroup (DAWG): Agenda for 05/07/2014 (Working Session)
Attachments:	Draft Self Eval, Standard IIIC, Technology.docx

Team,

Just a reminder about the agenda for today's DAWG Working Session. We will be primarily focusing on OpenCCCApply and Student Planning project items. 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
05/07/2014	**2:00 PM**	**4:30 PM**	**Working Session**
05/14/2014	2:00 PM	4:30 PM	Business Session
05/21/2014	2:00 PM	4:30 PM	Working Session
05/28/2014	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 (05/07/2014):

- **General Items**

  - **TESS Executive Committee Discussion:** Review of "Standard IIIC of our accreditation self-evaluation document.
    Note: See Attachment

- **Project Discussions**

  - **BlackboardPay**

    - **Follow-Up:** Project Plan Timeline Status
      Last Meeting Notes:
      - The deadline for April 11 is not going to be kept. We are one week behind the scheduled deadline. CHC should be going live April 18.
      - We are adding @student.craftonhills.edu and @student.valleycollege.edu to all student accounts at both colleges.

  - **OpenCCCApply**

    - **Follow-Up:** Project Plan Timeline Status
      Last Meeting Notes:
      - Our timeline had us completing early April, but due to Blackboard Pay's early timeline, we have shifted resources to complete it, and that has push OpenCCCApply to early May.
      - **Due to the late timeline:**
        - Switching mid-summer is preferred over Spring or Fall.
        - But, since we have XAP CCCApply until June 30, we should make sure the OpenCCCApply and release it when its ready, and not push any particular date for Summer registration.
      - **Solution:**
        - We will complete testing and confirm OpenCCCApply is fully functional, and release it as soon as its ready, but definitely before June 30 when XAP is discontinued.

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

      Notes to work on:
      - Need to work on HTML that works for the wyswig editor for e-mail messages.
      - Need to work on rule to split up the 1 non-resident message:
        - Create 1 rule for the different types of Non-Residents
          - 1 – Resident
            - No Message
          - 2 – Potential Non-Resident
            - Unique Message
          - 3 - Non-Resident, but are AB540
            - Unique Message
          - 3 - Non-Resident, but NOT are AB540
            - Unique Message
      - Need to work on defining the 'Submission' rules.
        - For example, a rule that stops high school students from submitting applications based a certain date.

- **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.

    Notes:
      - Still working getting it changed.

- **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?
        - **Response:**
          - Research has agreed to implement the Butte Survey, but we will not import it into Colleague at this time.

    Change Items for Discussion
      - Rules for Importing the Residency Status from OpenCCCApply.

- **Follow-Up:** What marketing, changes to websites, documentation, security do you want to do?

  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.
        - [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.

- o **Vendor Project: Colleague UI**

  - **Follow-Up:** Project Plan Timeline Status
    Last Meeting Notes: The new UI will be available to the initial users roughly May 1ˢᵗ.

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

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

  - **Discussion:** Regarding Transfer Work – Entering separate transfer work per college

    "Unfortunately, Datatel will not allow a course to have more than one equivalency for each site. So, ENGL 1A from Riverside City College cannot have an equate on TCEQ for CHC ENGL 101 and SBVC ENGL 101. "

    Solution for Discussion: With the new direction that both colleges use each other's course work and courses are equated between colleges for Degree Audit, is there a need to enter an course equivalency once per college?

  - **Discussion:** I would like to explore the possibility of having the requirement C.ADDL.GRAD.REQ.04 not list each course in the computations. This requirement is checking to make sure the student has no more than 4 credits of PE applied to the degree, no more than 15 units of Pass/No Pass applied to the degree, no more than 6 units of reading/study skills applied to the degree, and limits to work experience. This rule is adding two to three pages to our evaluations because it lists each course that satisfies the rule. My request is similar to the ACAD 001 rule requested by SBVC and I am hoping that since we solved the ACAD 001 issue, the C.ADDL.GRAD.REQ.04 will be already streamlined.

  - **Discussion:** Priority Registration Updates due to Student Planning / Student Success Release

    Workgroup Notes:
    - Changes for Ed-Plan rules
    - Changes for Assessment rules
    - Changes for Orientation rules

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

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

      - o 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
            - o Have the 18 units be a specialization
            - o Have the 4 other certificates their own specialization.

  - **Follow-Up:** Updates to Academic Programs

Last Meeting 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?

Last Meeting Notes:
- **Suggestions**
  - The colleges/departments are or have built each of the programs. Perhaps we can put the URL's in the description instead.
    - CHC
      - For Blank Descriptions:
        =="Please refer to <[Department Name] Website> (URL link) for information on this academic program. "==
    - SBVC
      - Link to current pages on valleycollege.edu
      - For Blank Descriptions:
        =="Please refer to <[Division Name] Website> (URL link) for information on this academic program. "==

- When the blank descriptions are updated, let Instruction know to follow-up with Divisions and departments.

- **Follow-Up:** Implementing 4 options to complete each non-transfer Academic Programs

  Last Meeting Notes:
  - Direction, create the separate 4 academic programs for each of the AA and AS degrees per college. However, its understood it will not 'all' be in place before we go live with student planning, but the General ED, AST and AAT are already created and would be available at go live.
    - 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

Notes for Working Session:
- Define the naming convention for the additional academic programs, and what programs need to be created. Then work with instruction on determining the best way to build them initially.

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

  Items from Last Meeting:
  - 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.

    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 Discussion Decisions
  - 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.

  Last Meeting Notes
  - For MIS purposes, we would exclude the pseudo courses from being submitted as they will not have top codes.
  - Direction for creating pseudo Div., Dept., Subject & Courses
    - Both colleges would use the same pseudo items and will **NOT** create separate pseudo items per college:
      - Same Division
      - Same Department
      - Same Subjects
      - Same Courses

    - Build an initial set of pseudo Subjects & Courses (**Initially)**
      - Instruction will allow Ben Mudgett, and potentially 1 person at SBVC to build the initial pseudo items.
      - A follow-up between Instruction and Admissions on working out overtime resources.

    - Build additional courses as needed under the pseudo subjects. (**On-Going / 1-on-1**)
      - Ask Instruction with a 2 day turn-around.
      - Allow DCS to create the course, when Instruction is unable to.

    Notes for Working Session:
    - Determine which 'location' the pseudo objects will be created under.
    - Create the list of Pseudo: Division, Department, Subjects and Courses to create.

- **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.

- **Discussion:** Student Planning Presentation

    "Leading From the Middle", a team at CHC, would like to be able to provide input in the rollout of Student Planning. Specifically be able to see a presentation on Student Planning, and be able to provide feedback on changes before going live.
    - Team Members
        - Hogrefe, Richard K
        - McCambly, Jessica E
        - Gamboa, Benjamin R.
        - Mudgett, Benjamin S
        - Moreno, Mariana B

    Notes from DAWG Business Session:
    - Limited Invitation to Other Constituents that might also want to attend the presentation and provide feedback:
        - All Student Service Office (EOPS, DSPS, Transfer Center, Counselors, etc.)
        - Instruction Office
    - Suggested after Student Planning goes live, to possibly have a presentation give to the Academic Senates or other groups for informational purposes.

    Last Meeting Action Item:
    - Add to Working Session, to discuss a schedule and agenda for the presentation. May need to include our on-site personnel.

- **Next Meetings:**

    1. **Next** "Business Session" **Scheduled for** Wednesday, May 14, 2014 **from** 2:00 PM to 4:30 PM.
    2. **Next** "Working Session" **Scheduled for** Wednesday, May 21, 2014 **from** 2:00 PM to 4:30 PM.

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