

Brady, Cory M.

From: Brady, Cory M.
Sent: Wednesday, May 14, 2014 10:39 AM
To: District Applications WorkGroup; DAWG.Faculty
Cc: DCS Admin Group
Subject: REMINDER: District Applications WorkGroup (DAWG): Agenda for (05/14/2014) (Business Session)
Attachments: District Assembly BP AP Comment Form_DAWG_042214.docx

Team,

Below is the **UPDATED** tentative agenda for today's DAWG: Business Session. Please send any agenda 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 |
|------------|------------|----------|------------------|
| 05/14/2014 | 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 |
| 06/04/2014 | 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 (04/30/2014):

- **Project Discussions**

1. **OpenCCCApply**
2. **BlackboardPay**
3. **Vendor Projects**
 - **Colleague UI**
 - **Self-Service: Student Planning w/Degree Audit Review**

- **General Discussion**

1. **Discussion: Summer Schedule for DAWG**
 - **Question:** Will we adjust meeting times from 3:30 pm to 6:00 pm as in prior summers?
 - **Question:** Due to Graduation Next week, will we have DAWG?

2. **Follow-Up:** Ellucian Webinar - Introducing Ellucian Student Success, April 23 @ 11:00am
Note: See attachment.

Last Meeting Notes:

- Cory, Joyce and April will be attending the webinar

3. **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.

4. **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.

- **Admissions and Records**

1. **General**

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

Last Meeting Notes:

- **Note from Algie Au (SBVC) and Denise Allen (CHC), Academic Presidents**
 - May I suggest that a DAWG representative be in contact with the 2 Academic Senate Presidents for this matter? The concerns brought up in the DAWG for discussions are also ones that Faculty has concerns with. We(faculty) would love to hear if the DAWG committee can come up with any solutions to the issue.
- The current draft BP4070 and AP4070 identifies procedures for Auditing Courses, but the procedures are not necessarily functional procedures that can be done. It suggested that DAWG be the group to vet the AP4070 draft.
- Due to timing, it is a suggestion that the 'processes' portion of AP4070 be removed and approved, and then later work with the correct constituencies to identify the appropriate procedures/processes.
- Issues with draft:
 - No review if processes are technically / functionally possible.
 - Refunding issues with non-enrollment fees.
 - Process issue with student having to undocumented audit the course for 2 weeks (late add period) before being able to audit officially.
 - Due to the requirements when a student can audit, this will most likely require staff intervention and will not be automated.
 - Issues with record keeping for audit students.
 - Need for audit students to show up on rosters
 - Need for security to know who is on campus.

Last Meeting Action Items:

- Larry to send the form/link to Cory, to provide DCS comments regarding the technical implementation of the BP/AP 4070. It will need to be back to Larry before April 23.
- Suggested that DCS attend the District Assembly meeting on May 6th @ 3:00pm.
- **Follow-Up:** Mobile App Vendor Review
- **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:

- Where do we discuss the changes for Student Success regarding pre-registration rule changes when Student Planning is implemented?
 - **Answer:** Our DAWG Working Sessions are being used to work on the Student Planning project, and that would be the best time, once we have the Student Planning implemented enough to review and determine the 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, May 28, 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."

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