

Brady, Cory M.

From: Brady, Cory M.
Sent: Wednesday, May 21, 2014 2:58 AM
To: District Applications WorkGroup; DAWG.Faculty
Cc: DCS Admin Group
Subject: District Applications WorkGroup (DAWG): Agenda for 05/21/2014 (Working Session)

Team,

Below is the tentative agenda for today's DAWG: Working Session. The priority items are specific to Student Planning; in which we will be going over the final configuration items with Ellucian, requiring participation from Instruction, Counseling and Admissions/Records in making decisions on the choices. Most are simply learning about how student planning uses the different department screens. This includes seeing our student planning in action. 😊

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
05/21/2014	2:00 PM	4:30 PM	Working Session
05/28/2014	2:00 PM	4:30 PM	Business Session
06/04/2014	3:00 PM	5:30 PM	Working Session
06/11/2014	3:00 PM	5:30 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 (05/21/2014):

- **Prioritized Discussions**

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

- **Follow-Up:** Project Plan Timeline Status
- **Follow-Up:** Student Planning Training / Presentation for counseling
Last Meeting Notes:
 - Training/Stress Testing – Week of May 26
 - Have counselors come to Annex to enter student ed-plans via Student Planning as Counselors (in Live)
 - Have counselors come to Annex to enter student ed-plans via Student Planning as students (in Test).**Last Action Items:**
 - Kirsten will follow-up with counselors to determine which day the week of 26 we will do the training at Annex.

From Kirsten on requested Dates: June 3 or June 5, any time between 9:00 am to 2:00 pm.

- **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

- **Student Planning Setup Discussion Items**

- **Discussion:** Configuration Questions
 - **SUBJ** – Subject that are viewable with Student Planning
 - **Changes moving forward:** Need to mark each subject that is usable by Student Planning.
 - **Questions:**
 - What subjects are no longer used and should not be seen by students?
 - X subjects?
 - OLD Conversion?
 - Etc?
 - For duplicate subjects, do we want to add a “(C)” or “(V)” to title?
 - ARAB – Arabic (V)
 - ARABIC – Arabic (C)
 - MUS - Music (V)
 - MUSIC – Music (C)
 - JOUR – Journalism (C)
 - JOURN – Journalism (V)
 - **RYAT** – Terms for Student Planning
 - **Changes moving forward:** New terms entered now have two flags for what terms are useable in Student Planning.
 - **Suggested:** Having 3 years’ worth of future terms; which we already do.
 - **DEPT** – Departments for Student Planning
 - **Review:** Issues with how departments descriptions are used in Student Planning.

- **Suggestion:** Reviewing and making sure all departments that are inactive are marked correctly.
 - **CRSE** – Course Type added to hide course from Student Planning
 - **Required:** Define a COURSE.TYPE that will be used to tell Student Planning to not display the course for students use.
 - **Suggestion:** DNDW – Do Not Display on Web
 - **Question:** What courses should not be used in Student Planning?
 - **Suggestion:** Review Informer report to determine any course descriptions that may need to be fixed.
 - **PROG** – Programs for Student Planning
 - **Flag which Programs are seen by Students** (“Stu Select”)
 - **Question:** Which programs do we not want students to use in Student Planning?
 - **“Number of Months to Complete”**
 - Allows the system to auto-populate the ‘Anticipated Completion Date’ on student programs.
 - **Confirm Direction for Description**
 - 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. ”
- Notes:** When the blank descriptions are updated, let Instruction know to follow-up with Divisions and departments.
- **COFF** – Course Offering Information used in Student Planning
 - **Suggestion:** Defining the “Session Cycle” and “Yearly Cycle” will provide information to the student.
 - **Note:** Some printed comments have this information already.
 - **Suggestion:** Create the different possible ‘Session Cycles’ and ‘Yearly Cycle’ codes.
- **CREQ** – Prerequisites / Co-Requisites
 - No specific changes, except noting they will be changing with latest updates we are currently reviewing and planning to implement.
- **CTLG** – Catalogs
 - Note how the different catalogs per college will be used in student planning.
- **ADPA** – Admissions Parameters
 - Reminder that the ‘Default Catalog’ needs to be updated each fall term.
- **CPWP** – Course Planning Web Parameters
 - Confirmation on “Catalog Year Default Policy” Setting
 - Because we have different catalogs per year, it is strongly suggested that we set it to ‘1 – Student Program Catalog Year’, instead of ‘Current Catalog Year’.
- **SPRO > SACP** – Having “Anticipated Completion Dates”
 - **Issue:** Blank ‘Anticipated Completion Dates’ will not allow students to use student planning.
 - If we don’t populate the ‘Number of Months to Complete’ on PROG, then we will need to define the dates we will use for student programs.
- **CUTK/CSBL** – Curriculum Tracks

- Breaking out courses into the different terms they would be used, will assist both counselors and students in developing their plans.
- Example: C.AA.ANTHRO in R18Test.
- **Security Roles (AROR, BURA, MRPR)**
 - **Confirm:** No assigned advisors to students.
 - Defining Counselor (Advisor) roles
 - View Only
 - Add/Update

Note: Other roles? Veterans, Deans, etc.?
 - Define Students
 - Define Admins
 - Define batch process to assign roles on an ongoing process.
- **SVM** – Define who can search for students in Advising.
 - Define existing or new STAFF.TYPE with a special processing of ‘S’, that will give the access to Student Planning’s ability to search for students in advising.
 - Existing? Non-Teaching Faculty
 - New? Counselor
 - Note: Without the corresponding counselor (advisor) role, they will not be able to use the Advising module.
- **WebAdvisor Web Parameters also used by Student Planning**
 - **RGWP – Registration Web Parameters**
 - **SPWP – Student Planning Web Parameters**
 - **GRPR – Grade Restriction Web Parameters**

Note: Grade restrictions will prevent grades from showing in program evaluations.
- **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?
- **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

Last meeting Notes:

 - 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.
- **Degree Audit Discussion Items**
 - **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.
- **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:

- 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 waive 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:** 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.

Notes: Has been confirmed; however, the subroutine that causing the problem was identified, and we need to review to determine a possible 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.
- **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.

(Agenda Items if time is available)

● **Project Discussions**

- **Mandates Project:** BlackboardPay

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

Last Meeting Notes:

- CHC has gone live with the Enrollment portion of BlackboardPay on April 29th.
- SBVC plans on going live with Enrollment portion of BlackboardPay on May 15th.

- **Vendor Project:** Colleague UI

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

Last Meeting Notes:

- We have completed installation of the software, and will be making it available to early users that require it to fix problems with Desktop UI. Specifically, to Admissions and Instruction.
- For full rollout, at least at SBVC, present at "All Student Services Day" when UI Web is ready to be rollout out to ALL staff.
 - Around September.
- Request to send links to:
 - CHC Admissions
 - Cory to send links to Larry, and he will give them out to staff with direction.
 - SBVC / CHC Instruction
 - Cory to send to individual staff with items they will need to provide DCS.
 - SBVC Admissions
 - Requesting an in-person review of UI Web for evaluators.
 - Suggested Friday, May 16, "All Student Services Day".
 - Cory will follow-up with April on scheduling.
 - CHC/SBVC - Counseling / EOPS / DSPS / Assessment
 - Key people would need access to Web UI to use CSSI functionally.
 - Dianna/Kirsten/Marco will determine those key people for training.

- **Vendor Project:** Auto-packaging for Financial Aid at SBVC

Last Meeting Notes:

- **New Director starts May 27**
- **Week preferred:** June 16 – 20
- **Other Possible weeks:** June 23-27

- **Mandates Project:** 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:

- Cory to send Larry excel sheet to update as they add/fix message and rules.

- Cory to send 'good working copy' of E-Mail HTML Template to Larry.

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/Resident
 - Unique Message
 - 3 - Non-Resident, but are AB540
 - Unique Message
 - 4 - 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.
- Still working getting it changed.

- **Discussion: XEAP – Academic Programs Import**

Last Meeting Notes:

- Change 'Catalog Year' to 'Term Start-End Range", and return all programs that are 'active' as of those dates

- **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.

Change Items for Discussion

- Rules for Importing the Residency Status from OpenCCCApply.

Last Meeting Action Items:

- Cory to follow-up with Researchers. Does the Title IX survey need to be sent out to all students, or those that just mark athletic interest?

- **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**

- CHC has provided there header branding for OpenCCCApply:



- Cory will send the SBVC blue and white background drafts for April to review.

- **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.**
 - Crafton Apply Pages
 - <http://www.craftonhills.edu/apply>
 - **Goes to** http://www.craftonhills.edu/Admissions_and_Records/Apply
 - Informational Page, that then links to CCCApply.
 - Valley Apply Pages
 - <http://www.valleycollege.edu/admissions-financial-aid/admissions-records/admissions/application-for-admissions>
 - Needs the /apply link to point to this URL
 - Needs CCC to point to the /apply link.
 - <http://www.valleycollege.edu/become-a-student.aspx>
 - Needs to have application linked updated to /apply link.

- **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, June 4, 2014 **from** **3:00 PM to 5:30 PM.**

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

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