# Brady, Cory M.

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| **From:** | Brady, Cory M. |
| **Sent:** | Wednesday, September 03, 2014 11:35 AM |
| **To:** | District Applications WorkGroup; DAWG.Faculty |
| **Cc:** | DCS Admin Group |
| **Subject:** | REMINDER: District Applications WorkGroup (DAWG): Agenda for 09/03/2014 (Business Session) |

Team,

Just a reminder about today's DAWG Meeting. First one for Fall 2014. We have a lot of follow-up to what was done over the summer, and reports on up-coming items for Fall 2014.

Below is the tentative agenda for today's meeting. Please send me any agenda items you would like added.

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**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.*

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| Date | Start time | End time | Session Type |
|---|---|---|---|
| 09/03/2014 | *2:00 PM* | *4:30 PM* | Business Session |
| 09/10/2014 | *2:00 PM* | *4:30 PM* | Working Session |
| 09/17/2014 | *2:00 PM* | *4:30 PM* | Business Session |
| 09/24/2014 | *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 (08/20/2014):**

- **General Discussion**

  1. **Discussion:** Merging Duplicate Student Records
     **Sponsor:** Larry Aycock

     "I would like to add to the agenda a discussion about merging records when students have duplicate ID's in the system.  We recently had a case where the student had two ID's, one with CHC records and the other with SBVC records.  The CHC record has 45 courses on it but no financial aid.  The SBVC record had 7 courses but had financial aid attached.  In the past, CHC A&R has been told by our F/A office that once aid is posted, it cannot be moved to another student ID number.  As a result, we have always moved records to the ID that has F/A posted.  SBVC F/A office, however, is somehow able to move the aid from one ID to another.  We need to discuss how merging of records should be processed and how to handle records with F/A posted.  We will likely need to have people from F/A at both campuses included in the discussion."

  2. **Discussion:** Residency Codes & AB540
     **Sponsor:** Larry Aycock, April Dale-Carter

     "April and I also had a conversation about residency codes in Datatel (50000 and 80000 on ASPR).  SBVC F/A is having some problems with AB540 students being coded as 80000 but CHC F/A has not reported any problems to me about this.  We may need to add this to the agenda as well."

- **Project Discussion**

  1. **Vendor Project:** Ellucian Mobile

  2. **Vendor Project:** Self-Service: Student Planning w/Degree Audit
     Timed Sensitive Agenda: 3:00 PM

     - **Discussion:** Go-Live Review

       - Google Analytics
       - Ed-Plan Reports

     - **Discussion:** Remaining Items to complete Project

       - **Follow-Up:** Continued Pseudo-Courses Discussion
         **Last Meeting Notes**
         - 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.

- o 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.

- o Previously Approved by DAWG, 10/17/12 and already built.

  **Subject**:
  - o **Code:** OTCC
  - o **Title:** Other College Credits

  **Divisions:**
  - o **Code**: VOTCC
  - o **Title**: Valley Other College Credits

  - o **Code**: COTCC
  - o **Title**: Crafton Other College Credits

  **Department:**
  - o **Code**: VOTCC
  - o **Title**: Valley Other College Credits

  - o **Code**: COTCC
  - o **Title**: Crafton Other College Credits

  **Credit Type**:
  - o **Code:** OTCC
  - o **Title:** Other College Credits

**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.
  - o

- **Follow-up:** Hidden Courses/Sections
  **Last Meeting Notes:**
- **Decision:** Go with 'DNDW – Do Not Display on Web' as course type.
- Some courses with NPRNT may not need to be hidden, such as 'RADIOL'. Joe Cabrales will check with June Yamamoto if 'RADIOL' can be seen and not hidden, as they require petitions for registration.

- **Follow-up:** Curriculum Tracks
  **Last Meeting Notes:**
- As we go forward, we will determine that better curriculum track patterns, but for now we will go with the tracks we currently are building.
- For UNDECIDED and UNDECLARED programs, we could build a general ed track that plans over 2 or 3 terms.

- **Follow-up:** Procedure for Adding/Changing Academic Programs
  **Last Meeting Notes:**
- **Questions:**
  - o Having counselors adding new programs?
    - Student Planning doesn't allow it. They would need to use Colleague UI or some other process to create them.
  - o Who will remove programs that need to be cleaned up?

**1st Go-Live Solution:**
- Counselors can add programs via the old eAdvising tool, and then go back to Student Planning to create the plan.

**Final Solution:**
- o Give counselors the ability to add new programs.
- o Counselor fills out a 'clean up' form, that lists the programs that should stay active and those that need to be inactivate.

- o **Issue:** Transcript information for graduated programs comes from SPRO, instead of from the ACAD.CREDENTIALS record. If a program is 're-added' that has already been graduated, removes the information for the Transcript.
  **Solution:** Change Transcript to pull from ACAD.CREDENTIALS.

- **Follow-up:** Training Materials for Student Planning
  **Last Meeting Notes:**
  - Documented Steps for Counselors
  - Documented Steps for Students
    - o Links on Admissions Page
    - o Links on Application e-mail.
  - Student and Counselor "How-To" Video's
    - Video Walkthrough for Counselors
      - o Sign-off on Video needs to be confirmed by
        - Counseling
        - Admissions
        - Student Life
  - Student and Counselor "How-To" Documentation
    - Video Walkthrough for Students
      - o Sign-off on Video needs to be confirmed by
        - Counseling
        - Admissions
        - Student Life
    - o Links on Admissions Page
    - o Links on Application e-mail.

3. **Vendor Project: Auto-packaging for SBVC**

   - **Discussion:** Project Update

4. **Mandates Project:** OpenCCCApply

   - **Discussion:** Go-Live Review

   - **Discussion:** Remaining Items to complete Project

5. **Mandates Project:** BlackboardPay

   - **Discussion:** Project Update

- **Next Meetings:**

  1. **Next** "Business Session" **Scheduled for** Wednesday, July 30, 2014 **from 3:00 PM to 5:30 PM.**
  2. **Next** "Working Session" **Scheduled for** Wednesday, August 6, 2014 **from** 2:00 PM to 4:30 PM.

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