Brady, Cory M.

From:	Brady, Cory M.
Sent:	Monday, September 15, 2014 10:06 AM
To:	District Applications WorkGroup; DAWG.Faculty
Cc:	DCS Admin Group
Subject:	District Applications WorkGroup (DAWG): Agenda for 09/17/2014 (Business Session)

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
09/17/2014	*2:00 PM*	*4:30 PM*	Business Session
09/24/2014	*2:00 PM*	*4:30 PM*	Working Session
10/01/2014	*2:00 PM*	*4:30 PM*	Business Session
10/08/2014	*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 (09/17/2014):

- **General Discussion**

  - **Discussion:** De-Registration usage of XDRS
    Last Meeting Notes:
    - When calendar dates are added to the 'Do No Run' calendar to the bottom, it is not properly determining which dates to not run.
    - Ticket should already be created, but now CHC is confirming the problem.
    - Holiday's for Campus Closures
      - For SBVC it still ran on Labor day, when it was included in the list of dates to not run.
      - For CHC, it appears to be random.

    Last Meeting Action Items:
    - Need to prioritize the existing ticket to correct calendar on XDRS.
    - Need to schedule meeting with Admissions to review issues with De-Registration

  - **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."

  - **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."

    Last Meeting Notes:
    - CalGrant Import has an issue with residency codes not being correct.

    - Suggested to create additional Residency Codes:
      - Resident Classifications:
        - 50000 – Residency - Student
        - 50100 – Verified AB540 – Student
          - Have XSTM2 auto-update ASPR (residency status) when AB540 is changed.

          (Not to be done now, but maybe future)
        - 50101 – Verified AB540 – US Citizen
        - 50102 – Verified AB540 – Non-US Citizen (Undocumented Alien or International Student?)

      - Non-Resident Classifications:
        - 80000 – Non-Resident – Student
        - 80001 – Needs Confirmation to be Resident - Student

    - Questions to clarify and get documentation on:
      - What is required for MIS in submission to the state?
        - 50000, 60000, 80000 ?

- **Project Discussion**

  - **Vendor Project:** Ellucian Mobile

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

- **Discussion:** Go-Live Review

  - Google Analytics
  - Ed-Plan Reports

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

  - **Reported Issues:**
    - Counselors are reporting slowness. But more information is needed. May need to address some re-training.

  - **Issue with Equates**
    - Between CHC and SBVC, they have agreed at that MATH-090 is equated between them. But, when transfer work is entered, CHC and SBVC may have different equates. For example, RCC CRS-A would equate to CHC MATH-090, but not SBVC MATH-090.

    - **Needed Discussion Items on Equates**
      - What is required by Title 5, Edu. Code?
      - What is required by Board Policy?
      - What is required by State?
      - What is required by College Curriculum?
      - What is problems are there with equated courses between CHC and SBVC?
      - What is problems are there with equated courses from other colleges and CHC/SBVC?

    - **Groups of Responsibility:**
      - Curriculum Committee controls what is sent to board for approval.
      - Curriculum must follow Title V, and State Wide Curriculum guidelines.
        - CCC Program and Course Approval Handbook

    - **Last Meeting Action Item:** Need to schedule a separate meeting with Admissions, Instruction to clarify the problem with questions above.

  - **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.

      - 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.

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

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

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

      - **Code**: COTCC
      - **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

- o **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

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- ▪ 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.

- • **Mandates Project:** OpenCCCApply

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

    - • Needing to look in to adding notices to OpenCCCApply
      Last Meeting Notes:
      - o Information regarding Ed-Goals and what Financial Aid will pay on.
      - o Information regarding Major (not undecided, or undeclared) and what Financial Aid will pay on.

    - • OpenCCCApply – Items necessary to consider removing undeclared and undecided:
      Last meeting Notes:
      - - Need to change how the transcript display graduate information, so an academic program can be continually used after a student graduates.
        - ▪ The End Date of program is used as the graduate date currently.
        - ▪ **Important Note:** Must be fixed before we can consider removing undecided and undeclared as choices in OpenCCCApply.

- • **Mandates Project:** BlackboardPay

  - • **Discussion:** Project Update
    Last Meeting Notes: Both colleges have now gone live; however, before closing project we will be making some improvements to the staff processing steps.

- • **Next Meetings:**

  - • **Next** "Business Session" **Scheduled for** Wednesday, October 1, 2014 **from** 2:00 PM to 4:30 PM.
  - • **Next** "Working Session" **Scheduled for** Wednesday, September 24, 2014 **from** 2:00 PM to 4:30 PM.

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