

Brady, Cory M.

From: Brady, Cory M.
Sent: Wednesday, September 24, 2014 5:30 PM
To: District Applications WorkGroup; DAWG.Faculty
Cc: DCS Admin Group
Subject: District Applications WorkGroup (DAWG): Agenda for 10/01/2014 (Business Session)
Attachments: DAWG_Audit_Courses_Discussion_Notes_09242014.docx

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
10/01/2014	2:00 PM	4:30 PM	Business Session
10/08/2014	2:00 PM	4:30 PM	Working Session
10/15/2014	2:00 PM	4:30 PM	Business Session
10/22/2014	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

o

Meeting Agenda (10/01/2014):

- **Working Session Discussion:** “Defining a Course Audit process for implementation” based on changes to BP/AP 4070.
Last Meeting Notes: See attachment.

Discussion Topics for Working Session (Oct 8th)

- Defining a flow-chart for Auditing a course
- Defining details for each section of the flowchart, and offices responsible.

- **General Discussion**

- **Follow-Up:** Credential’s E-Robo Mail Transcripts

Last Meeting Notes:

- Larry & Joe have recently talked with Credential’s on their official transcript delivery service.
 - o What is it?
 - Having Credential’s e-mail a secured PDF transcript to a printing facility and have it “snail” mailed to the student.
 - o Cost is \$1.65 per transcript, which can be charged to the student as a service fee.
 - o Board Policy on student fees will require change to allow, and it will require an additional change to the district contract with Credentials.
 - o Credential’s will take 2 weeks to implement the additional service, but all work on Credentials. No local implementation is necessary.
- CCCTran
 - o Credentials can send through CCCTran now, but technical processes currently available work but are being changed to improve the process.
 - o **Recommended:** To restart using CCCTran, now that it is free from the state and Credentials can submit transcript through on our behalf thru it.
- Pricing Discussion
 - o **Suggestion** to re-design transcript from a 1 column view to a 2 or 3 column view to decrease printed paper, which is costly.

- **Follow-Up:** 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:** 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:

- Suggested to create additional Residency Codes:
 - o Resident Classifications:
 - 50000 – Residency - Student
 - 55000 – Verified AB540 – Student
 - Have XSTM2 auto-update ASPR (residency status) when AB540 is changed.
 - 80000 – Non-Resident - Student

- Further discussion is needed to define what will be done. Discussion Notes below.
 - Implementation Timeline Requirements
 - TBA
 - Will need to migrate all existing AB540 verified students Fall 2014
 - Residency code to be updated to 55000, unless they are already 50000.
 - For the AB540 students with 50000 residency already, must be pulled via a report for Admissions to confirm they are now 50000 instead of 55000.
 - Create an additional Residency Code “55000”
 - Title: Verified AB540 Student
 - Update XSTM2 to
 - Update ASPR to 55000 residency code when AB540 is marked verified.
 - Update Billing rules to check for 55000 and 50000 as resident.
 - Update Financial Aid rules to use the separate residency 55000 and 50000 based on need.
 - **State Aid:** BOG and some cases of Cal Grant (RULE: RES.AEC will need to be changed to include 55000.)
 - **Federal Aid:** Some cases for PELL (based on FAFSA imported data, not ASPR)
 - Update imports for Dream Act applications and Cal Grant applications.
 - Update OpenCCCAppl residency code to make sure 55000 is never changed based on the residency status reported by OpenCCCAppl.
 - Update OpenCCCAppl notifications to send notice when student has 55000 on ASPR, but the new application shows 50000 or 80000.
 - Reports to change
 - EIS Reporting
 - **Question:** For AB540 verified students, do they get counted in FTE as resident or non-resident? (Needs to be answered by Steve Sutorus, including Researchers.)
 - Other reporting changes will need to be reviewed with Steve Sutorus, Researchers and DCS to determine other reports that will need to be changed accordingly.

- **Project Discussions**

- **Vendor Project:** Ellucian Mobile

- **Last Meeting Notes:**

- Ellucian Mobile project is currently on hold, pending review of other mobile application choices.
 - Vendors we are looking at:
 - Dublabs
 - Blackboard (re-review)
 - **Question:** How was the previous choice reviewed?
 - Reviewed internally via survey’s getting the features most wanted.

- **Vendor Project:** Self-Service: Student Planning

- **Discussion:** Go-Live Review

- Google Analytics
- Ed-Plan Reports

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

- **Follow-up:** Training Materials for Student Planning

- **Last Meeting Notes:**

- Documented Steps for Counselors

- Documented Steps for Students
 - Links on Admissions Page
 - Links on Application e-mail.
 - Student and Counselor “How-To” Video’s
 - Video Walkthrough for Counselors
 - Sign-off on Video needs to be confirmed by
 - Counseling
 - Admissions
 - Student Life
 - Student and Counselor “How-To” Documentation
 - Video Walkthrough for Students
 - Sign-off on Video needs to be confirmed by
 - Counseling
 - Admissions
 - Student Life
 - Links on Admissions Page
 - 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:**
 - Information regarding Ed-Goals and what Financial Aid will pay on.
 - 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 (09/03/2014):**
 - 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.
 - Last Meeting Notes (09/17/2014)**
 - Larry has sent out an e-mail to the admissions listserv regarding requiring the offering of undecided/undeclared programs.
 - Some information received from colleges:
 - Allow ‘Undecided for Transfer’ at the time of applying, but not have separate general undecided or undeclared.
 - Barstow has undeclared and undecided & Mission College is going to add them.
 - **Question:** If we were to go down the road in not offering undeclared and undecided on OpenCCCApply, who or what group would make the decision?
 - Different groups at the colleges. For example, SEEM at CHC might be a good group.
- **Next Meetings:**
 - **Next** “Business Session” **Scheduled for** Wednesday, October 15, 2014 **from** 2:00 PM to 4:30 PM.
 - **Next** “Working Session” **Scheduled for** Wednesday, October 8, 2014 **from** 2:00 PM to 4:30 PM.

Cory Brady * Senior Programmer / Analyst * San Bernardino Community College District * 1289 Bryn Mawr, Suite B, Redlands, CA 92374-1016 * Tel 909-384-4366 * Fax 909-796-6579 * cbrady@sbccd.org * www.sbccd.org

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

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