

## Brady, Cory M.

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**From:** Brady, Cory M.  
**Sent:** Monday, September 29, 2014 10:19 AM  
**To:** District Applications WorkGroup; DAWG.Faculty  
**Cc:** DCS Admin Group  
**Subject:** District Applications WorkGroup (DAWG): Agenda for 10/08/2014 (Working Session)  
**Attachments:** DAWG\_Audit\_Courses\_Discussion\_Notes\_09242014.docx

Team,

Here is our tentative agenda for our next DAWG: Working Session. Please send any agenda items 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** – 1<sup>st</sup> and 3<sup>rd</sup> Wednesday from 2:00 PM to 4:30 PM
- **Working Sessions** – 2<sup>nd</sup> and 4<sup>th</sup> 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](http://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 (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 8<sup>th</sup>)**

- 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.
  - What is it?
    - Having Credential’s e-mail a secured PDF transcript to a printing facility and have it “snail” mailed to the student.
  - Cost is \$1.65 per transcript, which can be charged to the student as a service fee.
  - Board Policy on student fees will require change to allow, and it will require an additional change to the district contract with Credentials.
  - Credential’s will take 2 weeks to implement the additional service, but all work on Credentials. No local implementation is necessary.
- CCCTran
  - Credentials can send through CCCTran now, but technical processes currently available work but are being changed to improve the process.
  - **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
  - **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:

- 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 OpenCCCApply residency code to make sure 55000 is never changed based on the residency status reported by OpenCCCApply.
  - Update OpenCCCApply 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
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      - Student Life
  - Links on Admissions Page
  - Links on Application e-mail.

- **Mandates Project:** OpenCCCAppl

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

- Needing to look in to adding notices to OpenCCCAppl

**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.

- OpenCCCAppl – 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 OpenCCCAppl.

**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 OpenCCCAppl, 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.

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

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