

## Brady, Cory M.

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**From:** Brady, Cory M.  
**Sent:** Wednesday, October 29, 2014 11:56 AM  
**To:** District Applications WorkGroup; DAWG.Faculty  
**Cc:** DCS Admin Group  
**Subject:** District Applications WorkGroup (DAWG): Agenda for 11/05/2014 (Working Session)

Team,

Here is the tentative agenda for DAWG's Nov 5<sup>th</sup> 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
10/29/2014	2:00 PM	4:30 PM	Business Session (Cancelled)
11/05/2014	2:00 PM	4:30 PM	Working Session
11/12/2014	2:00 PM	4:30 PM	Business Session (Cancelled)
11/19/2014	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  
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- SBVC
  -
- CHC
  -

**Meeting Agenda (10/29/2014):**

- **Working Session Topics:** Degree Audit – Transfer Work “Pseudo Courses Creation Processes”  
**Next Session:** 11/05/2014
  - **Objectives:**
    - Document Workflow
      - 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.
    - Define Naming Conventions
      - 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:**
          - **Code:** VOTCC
          - **Title:** Valley Other College Credits
          - **Code:** COTCC
          - **Title:** Crafton Other College Credits
        - Credit Type:**
          - **Code:** OTCC
          - **Title:** Other College Credits
      - Determine which ‘location’ the pseudo objects will be created under.
      - Create the list of Pseudo: Division, Department, Subjects and Courses to create.
  - **Questions:**
    - How does Financial Aid uses the Transfer Work and specifically the Pseudo Courses transferred in?
  - **Next Steps:**
    - ????

- **General Discussion**

- **Follow-Up:** Report on User Testing of Colleague Patch cycle.

**Sponsor:** Cory Brady

- **Follow-Up:** New Fee changes for 2015SP going to Board on 10/09/14.

**Last Meeting Notes (10/08/14):**

- Fees should be for CHC only
- ASG fee is being increased from \$7.50/semester to \$9.00/semester

119	
120	
121	❖ From current SBCCD AP 5030 titled Fees
122	
123	A. Associated Students Discount Sticker
124	\$7.50 9.00 - CHC
125	\$7.50 - SBVC
126	\$4.00 - Replacement for lost card
127	

- New "Aquatic Center Fee" \$2.00/semester (FA/SP/SM)

245	
246	Y. Aquatics Center Fee
247	Students registering for Spring, Fall, or Summer semesters pay
248	\$2.00 per semester
249	

**Last Meeting Notes (10/15/14):**

- Need to confirm setup with Jose Torres and/or Kate Myers.

- **Follow-Up:** 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.

**Last Meeting Notes (10/15/2014)**

- Option: E-mails can be sent during upon submission regarding Ed-Goals and Majors.
- Option: Adding supplemental question with notice.
- **Notice for Last Page of Application:**
  - Paper BOGS not required. Submit a FAFSA to apply for BOG faster.
- **Action Item:**
  - Report back on the places in OpenCCCApply that notices could be placed.

- **Follow-Up:** OpenCCCApply – Items necessary to consider removing undecided and undeclared:

**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 undecided 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.

**Last Meeting Notes (10/15/2014)**

- Undeclared/Undecided is used to determine which students have not yet picked a major. However, students would not be able to get paid financial aid until they choose a major.
  - Review/Create method of updating Student Academic Programs (by Student or By Counselors)
  - **Questions:**
    - Is all Ed-Plans created against programs other than 'Undecided/Undeclared'?

● **Project Discussions**

- **Vendor Project:** Ellucian Mobile

**Last Meeting Notes:**

- TESS executive committee is currently reviewing recorded demos of the vendor products.
- Glen and Andy will be setting up survey that will go out for feedback.

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

- **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.

**Last Meeting Notes (10/15/14):**

- Need to schedule the creation of the documentation.

● **Next Meetings:**

- **Next "Business Session" Scheduled for** Wednesday, November 26, 2014 **from** 2:00 PM to 4:30 PM.
- **Next "Working Session" Scheduled for** Wednesday, November 19, 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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