

## Brady, Cory M.

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**From:** Brady, Cory M.  
**Sent:** Wednesday, December 03, 2014 12:25 PM  
**To:** District Applications WorkGroup; DAWG.Faculty  
**Cc:** DCS Admin Group  
**Subject:** District Applications WorkGroup (DAWG): Agenda for 12/03/2014 (Working 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** – 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
11/26/2014	2:00 PM	4:30 PM	Business Session (Cancelled)
12/03/2014	2:00 PM	4:30 PM	Working Session
12/10/2014	2:00 PM	4:30 PM	Business Session
12/17/2014	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 (12/03/2014):**

- **Working Session Topics:** Degree Audit – Transfer Work “Pseudo Courses Creation Processes”

**Next Session:** 12/03/2014

- **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

- Objectives:
  - 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**

- **Discussion:** Priority Registration – Issues and Observations.  
**Sponsor:** Cory Brady
- **Discussion:** De-Registration for Non-payment: Changes due to requisite logic  
**Sponsor:** Cory Brady
- **Discussion:** XPRR vs RQMM – Replacement of or re-customization for existing automation project request.  
**Sponsor:** Cory Brady
- **Discussion:** Priority Registration – ‘Loss of Priority as a Disciplinary Sanction from disciplinary cases’  
**Sponsor:** Joe Cabrales, Larry Aycock
- **Discussion:** Duplicate Students / Data Accuracy / Processing Standards  
**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.

**Last Meeting Notes (11/05/14):**

- Still getting confirmation of board approval. Minutes indicate it was a first reading in the Oct meeting.
- If first reading, then next board would be the approval (Nov 13), but if there is any problems it may not be approved until the December board or later.
  - Concern: If not approved before Spring 2015 registration starts (Nov 24) will they require implementing the fees in Spring 2015, requiring re-billing.

- **Follow-Up:** OpenCCCApplly – Items necessary to consider removing undecided 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 undecided as choices in OpenCCCApplly.

**Last Meeting Notes (09/17/2014):**

- Larry has sent out an e-mail to the admissions listserv regarding requiring the offering of undecided/undecleared programs.
- Some information received from colleges:
  - Allow ‘Undecided for Transfer’ at the time of applying, but not have separate general undecided or undecleared.

- 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 OpenCCCApplly, 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'?

**Last Meeting Notes (11/05/2014):**

- Still being discussed by the colleges. No update.
- Informational: State Ed-Plan initiative is looking at having an 'undeclared' program.

● **Project Discussions**

- **Vendor Project:** Ellucian Mobile

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

- 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.

**Last Meeting Notes (11/05/2014)**

- After reviewing the presentations from Dublabs (new mobile vendor), even though they have past experience and knowledge working with Colleague, they are unable to work with Colleague until January 2015. However, the ability for registration will not be available until mid year 2015, as they will have program it.
- Due to develop the registration part of the mobile app (4-8 weeks+), it is suggested that we wait until the app is fully developed and tested, before we move forward in any contract with Dublabs.

- **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, December 10, 2014 **from** 2:00 PM to 4:30 PM.
- **Next "Working Session" Scheduled for** Wednesday, December 17, 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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