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| **From:** | Brady, Cory M. |
| **Sent:** | Wednesday, December 10, 2014 11:26 AM |
| **To:** | District Applications WorkGroup; DAWG.Faculty |
| **Cc:** | DCS Admin Group |
| **Subject:** | District Applications WorkGroup (DAWG): Agenda for 12/10/2014 (Business Session) (Updated #2) |

Team,

Here is a reminder of today's DAWG meeting, plus and updated agenda. Please send any agenda topics you wish to add.

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**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$^{st}$ and 3$^{rd}$ Wednesday from 2:00 PM to 4:30 PM
- **Working Sessions** – 2$^{nd}$ and 4$^{th}$ 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 |
|---|---|---|---|
| 12/10/2014 | *2:00 PM* | *4:30 PM* | Business Session |
| 12/17/2014 | *2:00 PM* | *4:30 PM* | Working Session |
| 12/24/2014 | *2:00 PM* | *4:30 PM* | Business Session |
| 01/07/2014 | *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 (12/10/2014):**

- **Working Session Topics:** Degree Audit – Transfer Work "Pseudo Courses Creation Processes"
  **Next Session:** 12/17/2014

  - **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:**
  - ????

**Last Meeting Notes:**
- **Question:** What existing transfer work do we have in the system?
- **Question:** How easy is it to clear out existing transfer work, so we can star fresh?
- **Pseudo Course Examples**
  - GE
    - Years 2003-2007
      - CHC-GE/A03 (GE = General Education, Start Year = 03, A = Breath Area)
      - CHC-GE/B03
    - Years 2007 – Present
      - CHC-GE/A07 (GE = General Education, Start Year = 07, A = Breath Area)
      - CHC-GE/CI07 (GE = General Education, Start Year = 07, C = Breath Area, I = Section I)
  - CSU
    - CSU-GE/A1
  - IGETC/CSU
    - IGETC-GE/1A (GE = General Education, No Start Year, 1 = Breath Area, A = Section)
  - IGETC/UC
    - Same as IGETC/CSU, but "IGETC-GE/6"

- **Vendor Demo (1:30PM – 2:00PM) – "Health and Wellness" Product**
  - **Software: http://www.practicefusion.com/**
  - **Room:** Training Room

- **General Discussion**

  - **Discussion:** Having Faculty submit 'Last Date Attended / Never Attended' information.
    **Sponsor:** Amber Gallagher

    **Documentation:** http://ifap.ed.gov/fsahandbook/attachments/1415FSAHbkVol5Master.pdf

    **Title 4 Required Information**
    - Student Drops (Assumed in class up to drop date)
    - Instructor Drops (Dropped before grade, but never attended class)
    - Grade F (Dropped after grade required, but never attended class)

  - **Follow-Up:** Priority Registration – 'Loss of Priority as a Disciplinary Sanction from disciplinary cases'
    **Sponsor:** Joe Cabrales, Larry Aycock

    **Latest Meeting Notes:**
    - It has been suggested that the college has the ability to change priority based on disciplinary cases.
    - A general suspension hold is used that stops all registration.
    - The question now is can disciplinary information be used to change a student's priority.
    - Suggestion:
      - Possibly using XSTM1 – Student Type to create and maintain
      - Possible using PERC – But is date based, not term based.
      - Information would need to be limited to "admissions & records".
    - **Question**:
      - Is there any module in Colleague that handles or tracks disciplinary information / Clery Act
      - What are other colleges doing that use Colleague?

  - **Discussion:** Duplicate Students / Data Accuracy / Processing Standards
    **Sponsor:** Cory Brady

  - **Follow-Up:** 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.

- o **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:
  - o Allow 'Undecided for Transfer' at the time of applying, but not have separate general undecided or undeclared.
  - o 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?
  - o 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.
  - o Review/Create method of updating Student Academic Programs (by Student or By Counselors)
  - o **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 (12/03/2014):**
    - Our concerns and dissatisfaction on the Ellucian mobile implementation, was brought to the attention of the VP's at Ellucian, and they have agreed to complete the implementation with all issues fixed, without paying any additional costs.
    - So, we will be completing the implementation and expect to have the mobile app ready for Fall 2015 registration (June/July).
    - The next version being released 3.8, is expected to correct the registration issues, which is due out Jan/Feb.

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

    - **Follow-up:** Training Materials for Student Planning
      **Last Meeting Notes:**
      - o Documented Steps for Counselors
      - o Documented Steps for Students
        - Links on Admissions Page
        - Links on Application e-mail.
      - o Student and Counselor "How-To" Video's
        - Video Walkthrough for Counselors
          - Sign-off on Video needs to be confirmed by
            - o Counseling
            - o Admissions
            - o Student Life
      - o Student and Counselor "How-To" Documentation
        - Video Walkthrough for Students
          - Sign-off on Video needs to be confirmed by
            - o Counseling
            - o Admissions
            - o 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 24, 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."**