

## Brady, Cory M.

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**From:** Brady, Cory M.  
**Sent:** Tuesday, January 20, 2015 7:50 PM  
**To:** District Applications WorkGroup; DAWG.Faculty  
**Cc:** DCS Admin Group; Sims, Jeremy T  
**Subject:** District Applications WorkGroup (DAWG): Agenda for 01/28/2014 (Business Session)

Team,

Here is the tentative agenda for our first DAWG meeting of 2015. Please note the new CConfer Information, and please send any topics you wish to add to the agenda.

### 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
01/28/2015	2:00 PM	4:30 PM	Business Session
02/04/2015	2:00 PM	4:30 PM	Working Session
02/11/2015	2:00 PM	4:30 PM	Business Session
02/18/2015	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: **422558**
- > 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: **422558**

### Meeting Participants:

- District
  -

- SBVC
  -
- CHC
  -

**Meeting Agenda (01/28/2015):**

- **Working Session Topics:** Degree Audit – Transfer Work “Pseudo Courses Creation Processes”  
**Next Session: 02/04/2015**
  - **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 start 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”

- **General Discussion**

- **Discussion:** Phone queuing: CHC is considering implementing the system campus-wide  
**Sponsor:** Joe Cabrales  
**Guest Invite:** Jeremy Sims
- **Follow-Up:** Priority Registration – ‘Loss of Priority as a Disciplinary Sanction from disciplinary cases’  
**Sponsor:** Joe Cabrales, Larry Aycock

**Last Meeting Notes (12/03/2014):**

- 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?

**Last Meeting Notes (12/10/2014):**

- Joe still to send sample of data required to track for process to review in Colleague.

**Last Meeting Notes (12/17/2014):**

- Sample data was e-mailed to Cory on Monday.

**Notes:**

- **Colleague has now module for ‘Code of Conduct’ tracking.**
- **Other colleges have used Communication Management with smart coded documents to track ‘Code of Conduct’.**  
**Registration rules can be written to look for communication management documents to pass or fail registration.**
- **Discussion:** Duplicate Students / Data Accuracy / Processing Standards  
**Sponsor:** Cory Brady

**Last Meeting Notes (12/10/2014):**

- **Objective for Future Meeting:**
  - Define and create error reports for offices that maintain student data.
  - Define and create documentation on processing standards for Duplicate Student records.

- **Follow-Up:** OpenCCCAApply – 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 OpenCCCAApply.

**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 OpenCCCAApply, 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.

**Last Meeting Notes (12/10/2014):**

- CHC is still bringing this up with their SEEM committee.
- SBVC is still needing to bring it to their committee.
- Important: Financial Aid is being required to now enforce this federal requirements in awarding, which is not to give awards to students with undecided and undeclared. This will affect other offices when students have to fix their academic programs.

**Last Meeting Notes (12/17/2014):**

- Committees for both colleges are over for the year. Next meetings won't be until after the new year.

- **Project Discussions**

- **Vendor Project:** Financial Aid Audit and Annual Setup

- **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.

**Last Meeting Notes (12/10/2014):**

- Version 3.8 was released last Friday (12/05/14).
- Andy is in contact with Ellucian to continue the implementation.

**Last Meeting Notes (12/17/2014):**

- We have schedule implementation to start on 01/05/15, which will test for a couple weeks and then at the next TESS Executive meeting (~Jan 30), decide to make apps available on Apple Store and Google Store.
- Version 3.8 has additional registration abilities:

- **New:** Dropping with confirmation notice.
- **New:** Separate Listing of classes by location.
- **Concerns:** Still no ability to pay via app.
  - **Suggestion:** See if a message can be displayed at the end of registration, to tell the student to go on WebAdvisor to pay.
  - **Suggestion:** Willing to forward with the limited registration, but if concerns hold to be true we can disable registration via the App until a resolution can be determined.

- **Next Meetings:**

- **Next** "Business Session" **Scheduled for** Wednesday, February 11, 2015 **from** 2:00 PM to 4:30 PM.
- **Next** "Working Session" **Scheduled for** Wednesday, February 04, 2015 **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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