

Brady, Cory M.

From: Brady, Cory M.
Sent: Monday, March 02, 2015 12:01 PM
To: District Applications WorkGroup; DAWG.Faculty
Cc: DCS Admin Group
Subject: District Applications WorkGroup (DAWG): Agenda for 03/04/2015 (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** – 1st and 3rd Wednesday from 2:00 PM to 4:30 PM
- **Working Sessions** – 2nd and 4th 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 |
|------------|------------|----------|------------------------------|
| 02/25/2015 | 2:00 PM | 4:30 PM | Business Session |
| 03/04/2015 | 2:00 PM | 4:30 PM | Working Session |
| 03/11/2015 | 2:00 PM | 4:30 PM | Business Session (CANCELLED) |
| 03/18/2015 | 2:00 PM | 4:30 PM | Working Session (CANCELLED) |

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
- > 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 (03/04/2015):

- **Follow-Up:** Degree Audit – Transfer Work “Pseudo Courses Creation Processes”

Sub-Workgroup Meeting: 03/11/2015

Sub-Workgroup Participants:

- **Instruction:**
 - SBVC: Corrina Baber
 - CHC: Kristina Ann Heilgeist
- **Admissions and Records:**
 - SBVC: Linda Molina, Steven Silva, Julia Ulloa, Sophin Im, April Dale Carter
 - CHC: Ben Mudgett, Larry Aycock
- **Counseling:**
 - SBVC: Marco Cota
 - CHC: Kirsten Colvey
- **Financial Aid:**
 - Amber Gallagher
- **DCS:**
 - Cory Brady, DyAnn Walter

- **General Discussion**

- **Follow-Up:** Mobile Application – Updates and Launch Date

- **Discussion:** Residency Codes

Sponsors: Larry Aycock, April Dale-Carter, Amber Gallagher

Issue: Rules that govern how residency is calculated for FTE

Issue: Rules that govern how residency is calculated for Registration Billing

Issue: Rules that govern how residency is calculated for Policy Academy (multi-term) courses

Questions:

- Can we have 1 method of calculating resident that fits all needs?
- Do we need to change how we enter residency to fit all needs?
 - CCCApply
 - Manual Processing
 - Other?

Notes from previous discussions on Residency Codes

- 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
- **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.

- **Follow-Up:** 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.

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**

- **Special Project:** Colleague UI: Grey Screen Conversions
 - **Discussion:** Security Clean up to work with Web UI
 - **Necessary Feedback**
 - **Question:** Who should provide feedback before implementing new module?
 - **Question:** Should a survey be sent to colleague users and/or department managers?

- **Idea:** Define department only security classes.
 - **Notes:**
 - Each department will have two security classes (for each APP (ST,CORE, CF, etc.)).
 - One for **Full Access** (Employees)
 - One for **Restricted Access** (Student Workers).
 - Notes:**
 - All employees and all student workers, in the department, gets the same security. **No exceptions.**
 - If an employee needs to have access for another department (with approval from that department), then the employee gets all the access for that department. **No exceptions.**
 - *Security classes are not separated by college. Meaning, Admissions at both colleges will have the same access. No exceptions.*
 - All Employees, regardless of department will be given general inquiry and report access.
 - Inquiry Screens – Identified screens that have been exclusively designed as inquiry only (not used for editing) will be given to all employees. (STAT, etc.)
 - Reports – Includes Identified reports that do no form of modification to the system. (TRAN, etc.)
- Note:** Excluding those screens or reports that are for **DSPS** and/or **Health Services:**
Note: These general security access for these inquiry screens and reports **will not be given to Student Workers.** If access to individual screens or reports is defined as necessary by the department, they will be included in the departments student worker security class. **No exceptions.**
- **New Menus** will be created to match each departments security class. To better organize the available mnemonics a user has access to.
 - **New Users:** When requesting access to Colleague, only the general inquiry and reports, plus the department, security classes will be given.
- **Example:**
 - Records
 - Menu:
 - ST > XREC
 - Security Classes
 - To All Employees: Crafton Hills College & San Bernardino Valley College
 - General Inquiry Screens: ST.INQ.SCREENS, CORE.INQ.SCREENS, CF.INQ.SCREENS, etc.
 - General Reports: ST.REPORTS, CORE.REPORTS, CF.REPORTS, etc.
 - Edit Process and Maintenance: ST.REC.FULL, CORE.REC.FULL, CF.REC.FULL, etc.
 - To All Student workers
 - Edit Process and Maintenance: ST.REC.REST, CORE.REC.REST, CF.REC.REST, etc.
 - Admissions
 - Menu:
 - ST > XADM
 - Security Classes

- To All Employees: Crafton Hills College & San Bernardino Valley College
 - General Inquiry Screens: ST.INQ.SCREENS, CORE.INQ.SCREENS, CF.INQ.SCREENS, etc.
 - General Reports: ST.REPORTS, CORE.REPORTS, CF.REPORTS, etc.
 - Edit Process and Maintenance: ST.ADM.FULL, CORE.ADM.FULL, CF.ADM.FULL, etc.
- To All Student workers
 - Edit Process and Maintenance: ST.ADM.REST, CORE.ADM.REST, CF.ADM.REST, etc.

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

Last Meeting Notes (02/11/2015):

- DAWG has been sent the links to help test the mobile app, for the final round of testing. We ask members to test what they can and let us know if you find any problems. If you didn't get the link to test and want to, please contact achang@sbccd.cc.ca.us.

Last Meeting Notes (02/25/2015):

- **Suggestion:** For Summer 2015 Registration which starts May 4th.
 - Go-Live on April 1st.
 - Make available on Apple/Google Store before April 1st.
 - Publicly announced April 1st.
- **Required:**
 - Anything that goes alternate website, must be set to an external browser until the Zoom/In feature is corrected.
 - Adding of the new links and Helpdesk KB's.
 - Updating of the Campus Contacts.

- **Special Project:** WebAdvisor Surveys

- **Next Meetings:**

- **Next** "Business Session" **Scheduled for** Wednesday, March 11, 2015 **from** 2:00 PM to 4:30 PM.
- **Next** "Working Session" **Scheduled for** Wednesday, April 1, 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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