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From: Brady, Cory M.
Sent: Friday, March 13, 2015 5:16 PM
To: Baber, Corrina E; Heilgeist, Kristina Ann; Molina, Herlinda M.; Silva, Steven R.; Ulloa, Julie Ann; Im, Sophin; Dale Carter, April D; Mudgett, Benjamin S; Aycock, Larry K.; Cota, Marco A. C.; Colvey, Kirsten S.; Gallagher, Amber L; Walter, DyAnn; TESS Training Room
Subject: DAWG-PUP (Sub-WorkGroup): Degree Audit – Creation of Pseudo Courses to enter Transfer Work - Meeting Agenda (03/18/2015)
Attachments: Pseudo_Courses_Worksheet_03132015.xlsx
Follow Up Flag: Follow up
Flag Status: Flagged

Meeting Purpose: Degree Audit – Creation of Pseudo Courses to enter Transfer Work

Meeting Participants:

- District
 -
- SBVC
 -
- CHC
 -

MEETING OBJECTIVES:

- **Question:** +/- graded courses can't be used in all requirements. Why? Which courses? (ie. English, Math, Critical Thinking and Speech) Which Requirements? (ie. IGETC GE pattern or the CSU golden four requirements)
- **Question:** For Degree Audit to separate 'Institutional' from 'Transfer', 'Continuing Ed', 'Exchange', 'Other' or 'None', we need to define separate Credit Types.
 - **Previous Discussion:** Credit Type will use the same Degree (DEGRE) and Non-Degree (NTDEG) credit types.
 - **Issue:** This will not separate 'Institutional' units and credits from any other category on Degree Audit.
 - **Recommendation:** Use existing transfer work credit types
 - TRNDG – Transfer Work – Degree Applicable
 - TRNND – Transfer Work – Non-Degree Applicable
- **Question:** Previous Transfer Work entered as lump sum entries. We will not be removing them, but we need to clearly define when they will be used:
 - **Confirmation:** Those previously entered for CHC or SBVC will need to be removed?
 - Definition on when and how lump sum entries will be done going forward?
 - Done by College of the Canyons:

Course	Title	TR	When to Use
TRNSFR-1	Cum Transfer Units	n/a	Associate degree lump sum totals in STA
TRNSFR-2	Non-Degree Applicable totals	n/a	Remedial lump sum totals
TRNSFR-3	Cum AA-level transfer units for EXTS	n/a	Associate degree lump sum totals in EXT
TRANS-UC	UC Transferable Unit Totals	UC	UC-level lump sum totals
TRANS-CSU	CSU Transferable Unit Totals	CSU	CSU-level lump sum totals

- Definition on what will be corrected on past entered lump sums?
- **Question:** Naming Convention for Courses [*See attached Excel Spreadsheet*]
 - **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”
- **Working Discussion:** Define initial list of courses that need to be created.
 - **Define** necessary CRSE field values:
 - **Required:**
 - Department, Subject, Locations, Course Number
 - Short Title, Long Title, Units (Min), Credit Type, Courses Levels
 - Academic Level (UG), Grade Scheme (UG)
 - **Optional/Questionable:**
 - Description
 - Course Types (Do we need this to stop it from showing in places?)
 - **Define** if COFF fields need to be populated or cleared.
 - **Questionable to clear:**
 - Instruction Method, Instructor Load, Contact Hours, etc.
 - **Questionable to populate:**
 - Number of Weeks, Session Cycle, Yearly Cycle, Schedule Type
 - **Define** necessary CRES – Course Restrictions field values.
 - **Questionable to populate any.** Most are registration fields, and if no sections created, then you can't register.
 - **Define** necessary CFIN – Course Financial Information field values.
 - **Questionable fields:**
 - Funding Source, Funding Accounting Method, Disability Status, Comments
 - **Confirm** default CRSB – Course Billing Information fields is ok.
 - **Define** necessary ACOI – Additional Course information field values.
 - **Questionable Fields:**
 - Purpose, Transfer Status, Equate Codes
 - **Discussion:** Document Building and Maintenance of Pseudo Courses
 - **Suggestion:** 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.
 - **Suggestion:** 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.

PREVIOUS MEETING DECISIONS:

- **Definition of Pseudo Course in Colleague:**
 - Courses that are not offered by the **college or district wide**, but meets requirements for certificates and degrees given by the college.
- **Usage of Pseudo Courses & Transfer Work**
 - 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
 - Transfer Work will be entered once per college.
 - Whichever college enters it first, will define the equates both colleges will use.
 - Transfer Work will **NOT** be entered for the opposite college.
 - CHC will not enter SBVC courses or SBVC will not enter CHC courses, as transfer work or Lump Sum entries creating duplicates.

- Configuration Action:**
 - Transcript will need to be updated to group up non-CHC or non-SBVC courses, depending on which transcript your running, into totals by college.
 - Transcript will need to be reformatted at the top when displaying college totals, so full college names can be used.
- Building of Pseudo Courses**
 - Location Field:** Will be left blank.
 - Academic Level:** Will use the same 'UG' academic level.
 - Subject:** Will be based on the requirement the course meets.
 - Configuration Action:** Need to remove Subject OTCC.
 - Division:**
 - Code: OTCC
 - Title: Other College Credit
 - Configuration Action:** Need to remove VOTCC and COTCC, and build OTCC.
 - Department:**
 - Code: OTCC
 - Title: Other College Credit
 - Configuration Action:** Need to remove VOTCC and COTCC, and build OTCC.
 - Grade Scheme:** Required to use 'UG', to allow course groups to include pseudo courses.
 - Configuration Action:** UG must be updated to include +/- grades, and the +/- must be disabled for WebAdvisor grade submission.

PREVIOUS QUESTIONS ANSWERED:

- Question:** Where does Pseudo Courses **need** to be used:
 - Student Planning/Degree Audit rules use both "real" and "pseudo" courses in the same program.
 - GPA and Units is determined based on the courses used.
 - SAP Calculations when determining GPA, Units toward ACADEMIC.PROGRAM.
 - Official and Unofficial Transcript
 - Courses entered as transfer work, will display the course information different from the 'real' courses
 - Entering of 'Transfer Work/Other College Work'**
 - Printed on Transcript grouped up in to 'Transfer Work/Other College Work' term.
 - Totaling Information by individual College they are from.
 - Attempted Units
 - Completed Units
 - Grade Points

Course	Title	Grd R	Hrs Att	Hrs Cmt	Grade Points	Course Dates
----- Other College -----						
----- Transfer Work -----						
Chaffey College			65.00	50.00	132.00	08/18/97-12/18/97
Victor Valley College			14.00	14.00	72.00	08/18/97-12/18/97
Totals:			79.00	64.00	204.00	GPA = 2.7000
Cumulative Totals:			79.00	64.00	204.00	GPA = 2.7000

- Entering of 'SBVC/CHC College Work Prior to 1980'**
 - SBVC Current:** Entering lump sums for display on transcript.
 - This will not allow degree audit to see the individual courses for evaluation.
 - CHC Current:** Entering individual courses when paper copy is unreadable to attach to transcript.
 - This will only work when COURSE.ID is populated for Degree Audit to work.
 - Moving Forward:**
 - Question:** Lump Sums OR Individual Course Entry w/Pseudo

- **Answer:** Separate Transcript per college, but single entry of all course work.
 - **Suggestion:** Re-write Transcript printout to automatically “group up” any course work not from their college, and list the totals by college at the top.
 - This includes SBVC on CHC transcript, or CHC on SBVC transcript.
 - **Requirement:** Both colleges use the same equates and lump sum entries. They cannot be different between colleges.
 - **Requirement:** Transfer Work being entered once as a district, not per campus.
 - **Practice Suggestion:** Have regular Evaluator Meetings between campuses to review and go over questions and processes.
- **Answer:**
 - Lump Sums
 - For past transfer work entered, we will have to keep those entries until it is converted.
 - Evaluators can enter requirement overrides that the lump sums meets to allow Degree Audit to function as showing areas met.
 - **Need** to define how lump sums need to be fixed to work correctly.
 - **Issue:** Lump sums could be duplicated for SBVC and CHC or others and will need to be removed.
 - Individual Course Work
 - For new transfer work entries
 - For converted lump sums for ‘current active’ students.
- **Question:** Where does Pseudo Courses / Transfer Work **NOT** need to be used:
 - **Answer:** Priority Registration
 - Should not be include in unit totals used in determining priority registration.
 - **Answer:** Schedule of Classes
 - Since no section are created for pseudo courses, they will not appear online.
 - Pseudo subjects will blocked from showing on search options.
 - **Answer:** Catalog
 - Current building of catalog is manual.
 - No systematic process in colleague is currently used.
- **Question:** How does Financial Aid uses the Transfer Work and specifically the Pseudo Courses transferred in?
 - **Answer:** All Transfer Work is Degree Applicable and must be used in calculation of SAP.
- **Question:** What existing transfer work do we have in the system?
 - **Answer:** We have already entered Lump Sum entries in the past that will need to stay, but may need to be fixed.
- **Question:** How easy is it to clear out existing transfer work, so we can start fresh?
 - **Answer:** We will not be able to start fresh. Past work would take too much effort and resources to convert from lump sums to individual courses.
- **Question:** Should all transfer work be prevented from reporting to state?
 - **Answer:** Yes, should be prevented from reporting from any other agency. No reporting requirements.

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"Time is the predator and we are the prey."

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