

## Brady, Cory M.

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**From:** Brady, Cory M.  
**Sent:** Wednesday, June 3, 2015 11:08 AM  
**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; Hannon, Carol G  
**Subject:** REMINDER: DAWG-PUP (Sub-WorkGroup): Degree Audit – Creation of Pseudo Courses to enter Transfer Work - Meeting Agenda (06/03/2015)  
**Attachments:** Pseudo\_Courses\_Worksheet\_03132015.xlsx

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

**Meeting Date/Time:** Wednesday, June 3, 2015 from 1:00 PM to 3:00 PM

**Meeting Location:** TESS Training Room

### Meeting CCC Confer:

- Telephone conference line: **1-888-886-3951**  
Participant passcode: **489657**
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### 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 ST
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 EX
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 Capt	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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