

Brady, Cory M.

From: Brady, Cory M.
Sent: Wednesday, June 17, 2015 11:54 AM
To: District Applications WorkGroup; DAWG.Faculty
Cc: DCS Admin Group; DAWG.Team
Subject: District Applications WorkGroup (DAWG): Agenda for 06/17/2015 (Business Session) (Update #2)
Attachments: CCC Discovery Worksheet for colleges.xlsx; EPI COST PROPOSAL.XLSX; Ed planning tool implementation support worksheet - COLLEGE NAME.XLSX

Team,

As of the last meeting, DAWG has been designated as the Steering Committee for the CCC 'Educational Planning Initiative' (EPTDAS) project that will be implemented over the next 6-8 months. DAWG will maintain a reserved time slot for a weekly EPTDAS discussion/update at the start of each meeting. Participation from both colleges is paramount for this project to succeed.

Here is the **UPDATED** agenda for this week's DAWG meeting. Please send me any topics you wish to add.

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
06/03/2015	3:00 PM	5:30 PM	Business Session (Summer Schedule)
06/10/2015	3:00 PM	5:30 PM	Working Session (Summer Schedule)
06/17/2015	3:00 PM	5:30 PM	Business Session (Summer Schedule)
06/24/2015	3:00 PM	5:30 PM	Working Session (Summer Schedule)

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 (06/17/2015):

- **Steering Committee Discussions**
 - **Discussion:** EPI Steering Committee
Sponsors: Ben Mudgett, Ailsa Aguilar-Kitibutr
Standing Topic (Reserved First Priority Discussion)
 - Topics:**
 - Report from state EPTDAS meeting on Thursday, June 11
 - Attachment: Cost Estimate Document
 - Attachment: CCC Discovery Worksheet
 - Attachment: Ed planning tool implementation support worksheet
 - Next Steps?

Last Meeting Notes (06/03/2015):

Topics:

- CHC and SBVC kick off date (sometime in July before the end of the month)
- SBVC and CHC EPI implementation members being included on the DAWG agenda
- The concept of DAWG being a steering committee of EPI
- The assigned District IT staff and appropriate CHC IT staff

Notes:

- Proposing Kick off Meeting:
 - **Date:** Wednesday, July 22 any time from 1:00 PM to 5:30 PM.
 - **Location:** ATTC or Board Room
- Formalize new DAWG-Pup: EPI Steering Committee
 - Requesting to utilize the last part of DAWG's schedule to focus time as the steering committee for EPI.
 - Standing agenda item for Pup follow-up during DAWG meetings.
 - Schedule separate meetings when necessary.
- Steering Committee
 - District
 - Cory Brady (DAWG Chair)
 - Dianna Jones (DAWG Chair)
 - Andy Chang (IT Lead)
 - Michael Aquino
 - SBVC
 - Still to be determined
 - CHC
 - Kirsten Colvey
 - Joe Cabrales
 - Rebecca Warren-Marlatt (Ex. Sponsor)

- Ben Mudgett (PM)
- Larry Aycock
- Kristina Ann Heilgeist
- Cynthia Gunderson
- Keith Wurtz

- Additional attendees requested
 - Robert McAtee – Counselor, CHC
 - Elizabeth Langenfeld – English Professor, CHC (EPI Pup only)
 - Rejoice Chavira (or designee) – EOPS, CHC

- **Scheduled DAWG-PUP Meetings**

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

- **Sub-Workgroup Meeting:**

- Schedule 2 hours before DAWG meeting.
- Next Meeting, June 17th 1:00 PM – 3:00 PM.

- **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, Carol Hannon

- **Testing of “XFSTC – Fix Student Academic Records” Participants:**

- **Sub-Workgroup Meeting:**

- 1st Meeting: June 15, 1:00 PM to 4:00 PM.

- **Sub-Workgroup Participants:**

- **DCS:**
 - Cory Brady, Robert Scudder / DyAnn Walter, Carol Hannon
- **Research:**
 - SBVC: James Smith / Christie Gabriel
 - CHC: Keith Wurtz, Ben Gamboa
- **Evaluators:**
 - SBVC: Linda Molina, Steven Silva, Julie Ulloa
 - CHC: Ben Mudgett, Larry Aycock
- **Counseling:**
 - SBVC Counselor (Marco to appoint)
 - CHC Counselor (Kirsten to appoint)
- **Instruction:**
 - Kristina Ann Heilgeist
 - Corrina Baber (on call, if necessary)

- **New Discussions**

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- **Scheduled Discussions**

- **Discussion:** Workgroup/Committee – End of Year Closing / Self-Evaluation Form
Sponsors: Cory Brady, Dianna Jones
For Agenda: 06/24/2015

Topic Items:

- **Review of Workgroup Membership**
 - DAWG Members Distribution List
 - DAWG Faculty Distribution List
 - DAWG Team Distribution List
- **Attendee's to fill out DAWG Self-Evaluation Form**
- **Transfer of Workgroup Chair**
 - **From:** Cory Brady
 - **To:** Dianna Jones

- **General Discussion**

- **Discussion:** Reports from students not receiving welcome e-mail. Need to determine procedures to college information needed to troubleshoot problem.
Sponsor: Cory Brady

- **Follow-Up:** Academic Program - Requiring a student to have only 1 active academic program (per college).
Sponsors: Amber Gallagher

Last Meeting Notes (06/03/2015):

- SBVC has it approved, but CHC still awaiting response from CHC Academic Senate.

- **Follow-Up:** Removing 'Undeclared' and 'Undecided' from the Online Application only.
Sponsors: Amber Gallagher

Last Meeting Notes (06/03/2015):

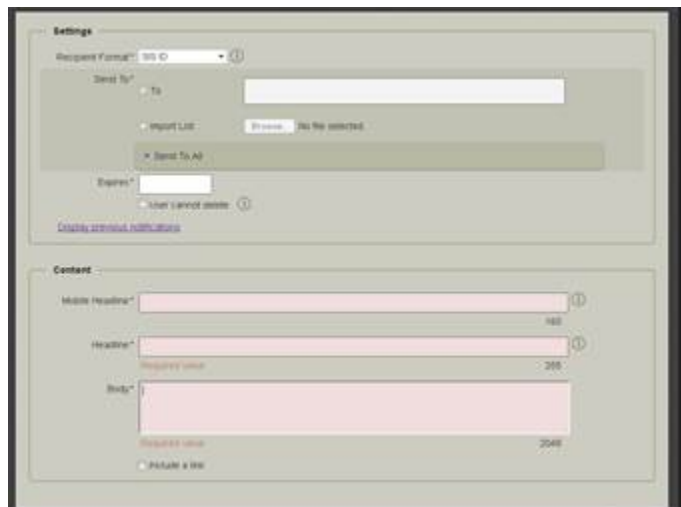
- SBVC has it approved, but CHC still awaiting response from CHC Academic Senate.

- **Follow-Up:** Mobile Application – Defining procedures for sending mobile notifications.
Sponsors: Cory Brady, TESS Executive Committee

Attendees Required for discussion: Marketing

Last Meeting Notes (05/13/2015):

- **Question:** For non-emergency notifications (events, etc.) would we use the mobile notifications?
 - Class Cancellation is a common notice.
 - Events
- **Question:** For emergency notifications, why use mobile notifications when we already use Blackboard Connect to send them out.
- **Suggestion:** Include marketing in the discussion.
- **Items to Define:**



- What Notifications will not be allowed to be sent?
- What Notifications will be allowed to be sent?
- Who will be allowed to send each of the notifications?

Latest Meeting Notes (06/03/2015):

- **Question:** Who will be the person or people would will actually send these notices:
 - With E-Mail all notices are eventually given to Jason Brady to e-mail.
 - Who would send the notices for mobile able?
 - Individual People?
 - Individual Offices?
- Approval Notice Plan – Draft
 - Notices send to ‘specific students’ can be pre-approved or added to the pre-approved list:
 - DAWG is the steering committee that will approval adding notices to the ‘pre-approved list’.
 - Notices not on the pre-approved list or would be sent to ‘All Students’ need approval:
 - Per college, determine a group or person that is required to approve notices before anything is sent to all students.
 - Per college, can determine pre-approved offices.
 - Pre-Approved Notices can be sent out by offices without separate approval.
 - All other notices would need to be review before being allowed to be sent:
- Pre-Approved Notices - Draft List
 - Specific Student Notices
 - Course Cancellation
 - When course is cancelled and registered students need to be notified.
 - Single Day Cancellation notices for courses
 - Currently using Twitter, but not for all courses and not all students are on twitter.
 - Newly Added Courses are available
 - Waitlisted students
 - Targeted Students
 - Student Groups
 - Academic Programs
 - Need Analysis
 - Not all active students
 - Need for Compressive Ed-Plan Notice
 - Graduation
 - Commencement Date to graduating students.
 - Deadline date approaching for student who are eligible to graduate.
 - Regular Scheduled Notices
 - Academic Standing results (end of term)
 - General Student Notices by College
 - Regular Scheduled Notices
 - Closures (Non-Emergency, Holidays, etc.)
 - Start of Term Notices
 - Schedule of Classes is now available.
 - Priority Registration Dates are now available
- **Project Discussions**
 - **Vendor Project:** Financial Aid Audit and Annual Setup

Last Meeting Notes (05/13/2015):

- Annual Setup for 15-16 has been completed.
 - CHC started processing ISIRs on April 27, 2015
 - SBVC started processing ISIRs on May 1, 2015.
- Outstanding Tasks
 - MIS Financial Aid Audit
 - Implementation of Self Service: Financial Aid Module.

- **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?
 - **Discussion:** Review latest design suggestion.
 - **Special Project:** Automated DREG for not meeting prerequisites (XPRR, RQMM)
 - **Special Project:** WebAdvisor Surveys
- **Next Meetings:**
 - **Next** "Business Session" **Scheduled for** Wednesday, June 17, 2015 **from** 3:00 PM to 5:30 PM.
 - **Next** "Working Session" **Scheduled for** Wednesday, June 24, 2015 **from** 3:00 PM to 5:30 PM.

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

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