Brady, Cory M.

From:	Brady, Cory M.
Sent:	Wednesday, June 17, 2015 12:26 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; Hannon, Carol G; Cabrales, Joe L; Jones, Dianna; Scudder, Robert B; Wilkins, Janice S
Subject:	DAWG-PUP (Sub-WorkGroup): Degree Audit – Creation of Pseudo Courses to enter Transfer Work - Meeting Agenda (06/24/2015)
Attachments:	Pseudo_Courses_Worksheet_03132015.xlsx

Meeting Purpose: Degree Audit – Creation of Pseudo Courses to enter Transfer Work
Meeting Date/Time: Wednesday, June 24, 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: **806604**

- Go to www.cccconfer.org
  Click Meet & Confer Participant Log In
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  Passcode: **806604**

Meeting Participants:
- District
  - ○
- SBVC
  - ○
- CHC
  - ○

MEETING OBJECTIVES:

- **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"

  Latest Meeting Notes (06/03/2015):
  - ○ **Question:** Will a transfer pseudo course equate to only at CHC or SBVC GE requirement, or would they always be the same?
    - ○ **Answer:** In most cases, CHC will equate the same to SBVC and vice a versa, requiring a district subject. However, we will have some that are college only, and will need a college subject.
      - ▪ SBVC
        - Title: SBVC
        - Used when the transfer pseudo course can only be applied to SBVC requirement.
      - ▪ CHC

1

- Title: CHC
- Used when the transfer pseudo course can only be applied to CHC requirement.
    - DIST
        - Title: SBVC/CHC
        - Used when the transfer pseudo course can be applied to both colleges.

- **Question:** Each campus has different GE requirements, and that means entering transfer work for each college. How can we do that?
    - **Action:** Send an e-mail to the listserv asking for multi-campus districts that are using Degree Audit and pseudo courses.

- **Question:** What are the limitations of Colleague if we duplicate transfer work? Such as, how could we remove one colleges transfer work when running degree audit?

- **Working Discussion**: Need to confirm what 'TERM' is going to be used for transfer work:
    - Question: Lump Sums vs Individual Course Work?
        - TRNSCRS - Transfer Work Courses
        - TRNSFWK   - Transfer Work
        - NONTRAD   - Non-Traditional Work

- **Working Discussion**: Need to confirm what Status is going to be entered for transfer work:
    - Question: Lump Sums vs Individual Course Work?
        - TR – Transfer Equiv Eval

- **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

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File  Edit  Format  View  Help


                                        Hrs    Hrs   Grade
Course          Title           Grd R   Att    Cmpt  Points Course Dates
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                     --------------------------- 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.

- **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)

  Notes:
  - The Use of +/- for transfer work, which will use the grade points.
    - "C-" should be presented to Academic Senate for confirmation.
      - **Answer:** Title 5 (section 55023) accepts only 2.0 has passing, and C- is 1.7 and is not considered passing.
    - "A-" and "B+", "B-" are already used in existing transfer lump sum entry.

  - We need to clarify how a "-" (minus) grade be used in requirements specifically.
    - "C-" (1.7 points)
      - For General Ed (GE) a "C-" (1.7) is not acceptable per Title 5.
      - For IGETC and CSU a "C-" is not acceptable.
    - "A-" (3.7), "B+" (3.3), "B-" (2.7), "C+" (2.3)
      - Considered passing for GE, IGETC, CSU
    - "D+" (1.3), "D-" (0.7)
      - Considered not passing for GE, IGETC, CSU

  - ==**Configuration Action:**== Add the following grades to 'UG' grade scheme, and MIS Translation tables need to be updated:

    - A+   (Excellent, 4.00)   **- Can NOT be submitted by faculty**
    - A   (Excellent, 4.00)   - Can be submitted by faculty.
    - A-   (Excellent, 3.70)   **- Can NOT be submitted by faculty**
    - B+   (Good, 3.30)   **- Can NOT be submitted by faculty**
    - B   (Good, 3.00)   - Can be submitted by faculty.
    - B-   (Good, 2.70)   **- Can NOT be submitted by faculty**
    - C+   (Satisfactory, 2.30)   **- Can NOT be submitted by faculty**
    - C   (Satisfactory, 2.00)   - Can be submitted by faculty.
    - C -   (Passing Less Than Satisfactory, 1.70) **- Can NOT be submitted by faculty**
    - D+   (Passing Less Than Satisfactory, 1.30) **- Can NOT be submitted by faculty**
    - D   (Passing Less Than Satisfactory, 1.00) - Can be submitted by faculty.
    - D-   (Passing Less Than Satisfactory, 0.70) **- Can NOT be submitted by faculty**
    - F   (Fail, 0.00)   - Can be submitted by faculty.

  - ==**Discussion Action:**== Follow-Up with Financial Aid to see how +/- are counted in SAP.

- **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

Notes:
- <highlight>**Research Action:**</highlight> Need to review the priority registration subroutines that return completed units, to make sure they follow the credit type.
- **Answer:** We will use TRNDG and TRNND for transfer work, as configured in the system.

- **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?
    - **Answer:** As long as the transcript is changed to display the other colleges as a total line, similar to non-SBCCD college work, then CHC and SBVC lump sum STAC records can 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?

    Answer:
    - **Transfer Lump Sums entered by CHC and SBVC**

Course	Title	TR	When to Use
TRNSFR-DA	Degree Applicable Transfer Totals	N/A	- AA, UC or CSU work
TRNSFR-NDA	Non-Degree Applicable Transfer Totals	N/A	- Used for remedial credit usage rules. - Not used in Degree Audit, or displayed on college
TRNSFR-UC	UC Transferable Unit Totals	UC	- Only UC work
TRNSFR-CSU	CSU Transferable Unit Totals	CSU	- Only UC or CSU work

  - For Transcripts and Degree Audit, transcript groupings will include only one of the above lump sums. The transcript groupings will be then used for specific transcripts and academic programs.

- <highlight>**Configuration Action:**</highlight> Official/Unofficial Transcript needs to be reviewed, to make sure that it displays lump sums and EXTS entered transfer work correctly. For SBVC/CHC courses work, for the college the transcript is not being printed for, it should show as a one line lump sum.
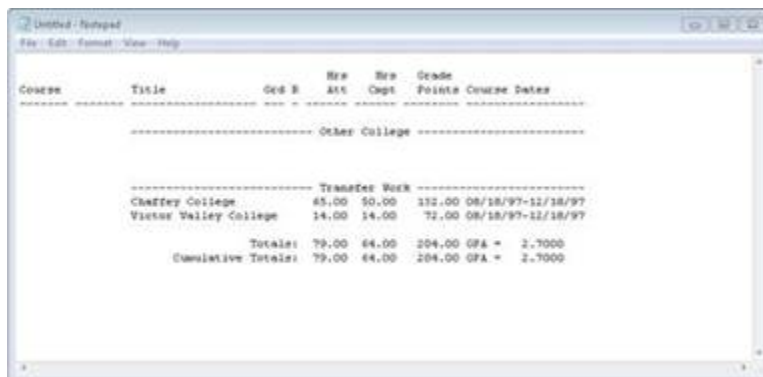
- <highlight>**Further Discussion Needed:**</highlight> District Transcript

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