The July 1, 2015 DAWG meeting began at 3:00 pm in the Annex Training Room with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:** *Ailsa Aguilar-Kitibutr*, *Michael Aquino, Larry Aycock, Cory Brady, Joe Cabrales,*

*Andy Chang, Kirsten Colvey, Marco Cota, Cyndi Gunderson, Mariana Moreno, Ben Mudgett,*

*Robert Scudder, \*Steven Silva, DyAnn Walter, Rebecca Warren-Marlatt, \*Janice Wilkins, and Dianna Jones*

**I. EPI Steering Committee Discussion**

 Ben Mudgett provided an update on the following items:

a. The State Contract is expected to be signed very soon.

1. Non-Disclosure Agreements (NDA) have been sent to and signed by Cory Brady and Michael Aquino, allowing them more detailed access to the contract and product.
2. Project Timeline – The targeted go-live date is still in the January timeframe. Testing is expected to take place from mid-November through December.

The EPI Kick-off date is still scheduled for July 22nd, 2015 from 8:30am to 12:30pm.

Ben Mudgett stated that Andy Chang has offered the TESS Training Room as a location for the kick-off meeting, and there needs to be access to a PC, Phone, and Projector.

Ben stated that the RP Evaluator needs to meet with as many counselors as possible to review our current educational plan process. This individual will/can meet with the colleges at separate times to obtain this information.

1. SBVC involvement – Marco Cota and Ailsa Aguilar-Kitibutr provided input on Valley’s counseling processes. However, Ben Mudgett advised that he had not yet received response from Marc Donnhauser on two tutoring-related questions.

EPI Discovery Worksheet - Ben Mudgett stated that he needed to submit the completed Worksheet to Hobson’s by 5:00pm on 7/1/2015, so the EPI Discovery Worksheet was reviewed by Committee members who were able to provide answers to the remaining questions. Ben was able to submit the document to Hobson’s prior to the end of our meeting.

 Next Steps? – The “Kick-Off” meeting scheduled for July 22nd, 2015.

 **II. Workgroup/Committee Membership**

The membership of the following 3 DAWG distribution lists were reviewed. Cory Brady provided on overview defining the make-up of the membership.

⦁ DAWG Members – Includes individuals from all of the Student Services areas

⦁ DAWG Team – Includes individuals who actively participate in meetings

⦁ DAWG Faculty – Includes faculty who have volunteered to participate in meetings

1. **Academic Program – Allow only 1 active Program, per College** *(Amber Gallagher)*

As previously reported, Valley is in agreement with the 1 active program concept. However, Larry Aycock stated that he presented this to CHC Academic Senate President, but he has received no response yet from the Academic Senate body as a whole.

1. **Remove “Undeclared” and “Undecided” from Online Application only** *(Amber Gallagher)*

The committee had further discussions on the impact of removing the “undeclared/undecided” academic program/major selection from the online application. Marco Cota and Ailsa Aguilar-Kitibutr stated that they would like clarification on “who” at Valley approved the removal of ‘undeclared/undecided’ from the online application --- was it just the Academic Senate President or the entire Academic Senate body. Kirsten stated that in order to effectively counsel students and develop meaningful educational plans, we need to know if the student is truly unsure of what academic program/major to choose; and that removing the option would force the student to select something just to move through the admission/registration process.

Rebecca Warren-Marlatt and Kirsten Colvey stated that the Colleges are independent and this should be a local decision based on each college’s workflow process.

Larry Aycock added that the online application process allows each college to modify their list of eligible/available academic program majors from which a student can select. So, even if Crafton elects not to remove the undeclared/undecided option, Valley can go ahead and update theirs accordingly, if they so choose.

1. Mobile Application – Define procedures for sending mobile notifications *(TESS Executive)*

Discussion on this item was tabled pending Marketing representation.

 Action Item: Request Marketing representation

1. Financial Aid Audit and Annual Setup Status *(Vendor Project/Cory Brady)*

Cory Brady asked the committee if they wanted to keep the ‘special projects status’ item on the DAWG agenda. The consensus was ‘Yes’, as they would like to be kept informed of what’s going on with special projects for the district. Cory Brady provided an update on the MIS component of the FA Audit stating that the creation of some blank records have caused the MIS processing to not complete. Therefore, he has opened a Service Ticket with Ellucian to help identify the problem and provide a resolution. Also, Cory stated that the “Financial Aid Self-Service” project has an implementation date of July 24th, 2015.

1. Colleague UI: Grey Screen Conversions Status *(Special Project/Cory Brady)*

Grey Screens - Cory Brady gave a status overview on this project. There are currently 15 in review, 7 have been envisioned/completed, 73 have been classified as obsolete. This project is expected to be completed sometime by the middle of the Fall 2015 semester. Rebecca Warren-Marlatt asked for an explanation of “envisionize”, which was provided by Cory Brady.

Web UI – Kirsten Colvey asked about Web UI access, stating that some counselors do not have access to it. Cory Brady stated that access has been given on an ‘as needed’ basis, and that some of the new counseling screens, such as CSSI, still work in Desktop UI but will not show the record information in the header. There was discussion on whether counselors are actually using the link to Web UI or keep using Desktop because it is familiar. Kirsten stated that she would verify if the counselors are just not accessing the Web UI link or whether they do not have access to it. Larry Aycock stated that Web UI does not work with Datatel printers and that staff have to save the document as a .pdf and then print it, which is inefficient.

 Action Item: Kirsten will confirm if counselors have access to Web UI

There was a brief discussion on Security Clean-up, security classes, and photo IDs. Cory Brady stated that because of security concerns not all Colleague users have access to view the photos of the person records retrieved. Some members questioned why/how it was determined who could see the photos of student records. Cory Brady stated that this was a security class setup issue which needs further review.

Action Item: Cory Brady stated that he would submit a project request for ‘Data Clean-up”.

1. DREG Automation for “prerequisite not met” – XPRR, RQMM Status *(Special Project/ Cory Brady)*

Cory Brady stated that this is now a ‘top’ project with a status of “started”.

1. WebAdvisor Surveys Status *(Special Project/Cory Brady)*

No discussion on this item. Cory Brady asked that it be removed from the DAWG Agenda.

1. DAWG-PUP Meetings Status

⦁ Degree Audit - Ben Mudgett gave an update on the status of this PUP committee. At the 7/1/2015 meeting the committee completed the pseudo course worksheet defining pseudo course naming conventions for lump sum credit/unit entries and how, when, and where +/ - grades will be accepted/applied. Setup of GE Areas course naming convention is yet to be completed.

⦁ XFSTC – Cory Brady gave an update on this PUP committee, stating that it is kind of an ‘orphaned’ Pup as it was started because of the FA Audit of SAP, however after audit review and setup of SAP, it is not needed for Financial Aid, but is still needed for Degree Audit. Therefore, this issue will be incorporated into the Degree Audit Pup.

 It was stated by numerous members that Janice Wilkins and Troy Dial be added to the PUP Committee.

The meeting adjourned at 4:45pm.

The next regularly scheduled DAWG Committee meeting is scheduled for Wednesday, July 8th, 2015 at 3:00pm at the District Annex in the TESS Training Room.