The August 19, 2015 DAWG meeting began at 2:00 pm in the Annex Training Room with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:** *Michael Aquino, Larry Aycock, Corrina Baber, \*Veada Benjamin, Joyce Bond,*

*Cory Brady, \*Jason Brady, Joe Cabrales, \*Andy Chang, Kirsten Colvey, April Dale-Carter,*

*Amber Gallagher, Cyndi Gundersen, Kristina Heilgeist, Robert McAtee, \*Linda Molina,*

*\*Ben Mudgett, Robert Scudder, \*Steven Silva, DyAnn Walter, and Dianna Jones*

**I. Colleague Maintenance Window** *(Cory Brady)*

The committee discussed at length and agreed upon changing the Colleague maintenance window from Mondays 1am - 5am to ***Sundays 12:01am to 12:00noon*** to allow sufficient time for system maintenance processing that will not impact system access on Monday mornings.

1. Financial Aid MIS processing validation *(Cory Brady)*

Cory Brady stated that he will be working on resolving the issue of ‘blank’ CS records that were somehow created for 2012. Ellucian has recommended that the ‘blank records not be removed’. Dianna Jones stated that Carol Hannon is currently generating the 2014 Financial Aid MIS file to validate that processing for this year’s reporting can be completed. Amber Gallagher asked if the remaining issues with FA setup will be resolved in time for the 2014 MIS Financial Aid reporting, and Cory Brady stated that it would not be done in time for this reporting period. Amber Gallagher asked if Financial Aid MIS could be resubmitted and was advised that it could be resubmitted up to August 1st, 2016. ***Clarification:*** The FA file can be resubmitted up to the ***second Friday in February 2016 (2/12/16)*** for VTEA allocation purposes**1**, not August 1st, 2016. (**1**MIS Data Submission Timeline 2015-16)

1. DREG Automation “prerequisite not met” – XPRR, RQMM Status *(Special Project-Joyce Bond)*

Joyce Bond stated that she is continuing research for the RGVE process and will schedule a meeting with April Dale-Carter, Larry Aycock, Floyd Simpson and the DCS User Liaisons to review the requirements and determine test scenarios.

**IV. WebAdvisor Surveys** *(Special Project-Michael Aquino/Jason Brady)*

Michael Aquino stated that coding is in process and the deadline is mid-September for move to the Test environment. Jason Brady stated that he and Michael met with Keith Wurtz and Albert Maniaol where it was determined that the survey prompt could be setup to require only those students who enroll in a CTE course based on SAM code to take the Vocational Ed Survey.

**V. Residency Codes & AB540** *(Larry Aycock/April Dale-Carter)*

Cory Brady had asked that this issue be added back to the Agenda. However, Larry Aycock stated that prior discussions on this topic determined that a ***Help Desk Ticket needs to be submitted for this request***. Details from September 2014 DAWG minutes were provided so that the ticket can be created.

**VI. EPI Steering Committee** *(Ben Mudgett/Ailsa Aguilar-Kitibutr/Andy Chang)*

Ben Mudgett stated that he had no updates to report.

**VII. DAWG-PUP Discussions – Degree Audit** *(Ben Mudgett)*

Ben Mudgett stated that he is currently testing equates to pseudo-courses which is creating a problem for multiple equates across colleges. ***Ben stated that he will send these test result findings to DAWG and DCS*** to determine the best way to resolve this issue. Ben also stated that he will be setting up a time to train the SBVC evaluators on entering transfer work.

Miscellaneous

April Dale-Carter requested discussion on the following 4 items:

1. Student center fee: can we discuss the possibility of a flat rate of $10 per year?

The committee briefly discussed the possibility of a flat rate of $10 per year rather than the current $1 per unit, up to $10 per year. As the discussion was occurring, Larry Aycock located the Student Fees handbook online which states that “The fee cannot exceed $1 per credit hour, up to a maximum of $10 per student per fiscal year” *(Ed. Code, § 76375)*. Therefore, we ***cannot charge a flat rate of $10 per year*.**

1. Students being dropped from all their courses incorrectly after adding an additional course and failing to pay for that course, which has caused a student to be dropped from all courses.

April Dale-Carter gave examples of when this is occurring and requested that the drop process be examined to determine if it can be resolved. Joyce Bond stated that the outstanding XOBN process that has not yet been moved to the LIVE environment may address that issue, but it needs to be tested to ensure all of the outstanding issues with drops are being handled. April also stated that some students are reporting that the process does not always take them to the payment screen to pay the additional fee(s). Cory Brady stated that he needs to ***locate the original XOBN ticket or project request which may need to be ‘re-opened’ and ‘re-assigned’***.

1. ASB question: Has a rule been established or entered that prevents students from being dropped if they owe ASB fee only?

A brief discussion was held with examples being given of when this seems to be occurring. It was determined that ***April needs to submit a Help Desk Ticket*** for further research of the issue.

1. Creating a, No show drop code for instructors to use when dropping their student on or before census. April Dale-Carter stated that there needs to be a ‘no-show drop code for instructors to use when dropping students because the ‘I’ for instructor drop does not specific to WHY the student is being dropped by the instructor. Larry Aycock stated that some instructors drop students because they are failing and there needs to be a code to identify the kind of instructor drop. Cory Brady stated that ***April needs to submit a Help Desk Ticket or Project Request***.

Joe Cabrales requested discussion on the following 2 items:

1. Safe Space - Joe Cabrales stated that the Safe Space group (LGBTQ) asked about the feasibility of adding a column to the Class Rosters for ‘preferred’ name, so that transgender students can have instructors call them by their ‘preferred’ rather than legal name. There was much discussion on the best way to accomplish this so that all students feel safe. Cory Brady stated that when ‘preferred name’ is populated, that name will be displayed on all documents produced, such as transcripts, mailings, etc. Larry Aycock stated that the use of a student’s legal name on documents is a requirement for many state, federal, and judicial forms. *Joe Cabrales stated that this is just a discussion item at this time* as other institutions, such as UCR, are accommodating students’ requests to have a preferred name on class rosters.
2. Minors identified on Rosters - *Joe Cabrales will create a Help Desk Ticket* for this request.

The meeting adjourned at 3:40pm.

The next regularly scheduled DAWG Committee meeting is scheduled for Wednesday, August 26th, 2015 at 2:00pm at the District Annex in the TESS Training Room.