The November 4, 2015 DAWG meeting began at 2:25 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, Cyndi Gundersen,*

*Kristina Heilgeist, \*Donna Hoffmann, \*Robert McAtee, \*Ben Mudgett, Robert Scudder,*

*\*Steven Silva, DyAnn Walter, and Dianna Jones*

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

The committee reviewed the list of 13 confirmed Vocational Education Survey questions from the November 3rd DDMT meeting. The members were asked if any other departments might want the survey responses to populate other Colleague screens, such as EOPS, in addition to the VTEA screen. After much discussion, it was decided that no other screens would need to be updated from the survey data.

**II. Waiver of Course Prerequisites – HDO Ticket # 90494** (April Dale-Carter/Larry Aycock)

The ticket has been submitted and assigned.

**III. Drop Codes after attendance/drop for nonpayment** (Amber Gallagher)

Amber Gallagher has requested that this topic be tabled until the December 2nd, 2015 meeting.

**IV. Changing a student’s residency status** (April Dale-Carter/Larry Aycock)

This request includes the creation of a new residency code of 51000 to identify AB540 students. The request is pending the submission of a Project Request/Charter.

April Dale-Carter and Larry Aycock are currently obtaining the required signatures.

**V. Student Prospect Screens** (Joe Cabrales/Donna Hoffmann)

This was a two-part discussion:

1. Donna Hoffman requested an update to the selections provided to the application question, “How did you first hear about SBVC/CHC?” The selection list is part of the Supplemental Questions on Open CCCApply. Larry Aycock will submit a ticket for this.
2. Joe Cabrales advised the committee that he had informed Donna Hoffmann that Colleague had a Prospect module which Marketing may be interested in for capturing data from interest cards and recruitments. Joe stated that no action is required at this point, but that he just wanted to make the committee aware.

This topic will be removed from future Agendas as issue #1 will be handled by A&R, and issue #2 is informational only.

**VI. DREG Automation** (Joyce Bond)

Larry Aycock stated that he has only received 2 responses to his email to the listserv regarding how other colleges handle refunds for pre/corequisite drops; and both of the respondents stated that they provide refunds prior to the first day of classes.

Larry stated that he would discuss with April Dale-Carter treating co-requisite drops the same as pre-requisite drops with a reason code of “Requisite”.

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

The committee was advised that Robert McAtee will be taking over the project lead duties on December 1st, 2015 when Ben Mudgett leaves. Ben Mudgett advised the committee that the MOU is still with legal, and that we are also waiting on the Hobson’s Work Order which gives authority for Hobsons to work with SBVC as well as CHC.

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

This will be put on ‘hold’ until we have a hands-on review of Hobson’s product.

**Miscellaneous**

1. ***QLess*** product demonstration - Joe Cabrales advised the committee that the demonstration will be conducted on Monday, November 9th at ATTC 119 from 2:00 – 4:00pm. ***QLess*** is a customer services queueing system to more effectively manage wait times. Joe stated that he requested the company to have IT representatives present and invited the committee members to attend.
2. **Registration Rules Update** – Kirsten Colvey stated that she would like ALL incoming students to be required to have *Assessment*, *Orientation*, and *Abbreviated Ed Plan* to register for classes.

This requires updating the Registration rules. Cory Brady stated that timing of the change must be taken into consideration. Kirsten asked if this change could be implemented for the spring 2016 term and was advised that it could not, due to time constraints. Robert McAtee stated that he would like to see additional counseling staff in place prior to implementing this requirement. The committee discussed the best time to implement the change and it was decided that it would be best to implement it for the summer 2016 session. Larry Aycock stated that he would submit a ticket for this request.

**DAWG “Parking Lot”🚘:**

**⦁ Colleague UI Grey Screen Conversions – working on ImageNow compatibility** *(Cory Brady)*

⦁ Financial Aid Processing 2012 blank ‘CS’ records – in progress *(Cory Brady)*

**⦁ Course Auditing – pending Academic Senate responses** *(April Dale-Carter)*

**⦁ Posting Military Credit – pending HDO Ticket** *(Larry Aycock)*

The meeting adjourned at 3:56pm.

The next regularly scheduled DAWG Committee meeting is scheduled for Wednesday, November 18th, 2015 at 2:00pm at the District Annex in the TESS Training Room.