The March 30, 2016 DAWG meeting began at 2:00pm in the Annex Training Room with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:** *Michael Aquino*, *Larry Aycock, \*Corrina Baber, Joyce Bond, Joe Cabrales,*

*Andy Chang, Kirsten Colvey, Joanna Crisostomo,\*April Dale-Carter, \*Amber Gallagher,*

*Cyndi Gundersen, Kristina Heilgeist, Robert Scudder, \*Steven Silva, Mike Tran, Keith Wurtz, and Dianna Jones*

 **I. EPI Steering Committee** *(Robert McAtee/Ailsa Aguilar-Kitibutr/Andy Chang)*

Kirsten Colvey stated that the Ferrilli contracts have been prepared and are targeted to go to the May 2016 Board, and the necessary budget transfers have been made by Kirsten and Marco Cota. Kirsten stated that the EPI Workgroup committee may not need time during DAWG meetings on 2nd and 4th Wednesdays, since the workgroup has decided to meet an extra hour on Mondays during their regular meetings.

 **II. PROG screen – Determining ‘months to complete’ for degrees/certificates** (Keith Wurtz)

The committee discussed the existing ‘months to complete’ value of ’48 months’ on the PROG screen. Keith Wurtz asked about the source of the 48 months since at Crafton a methodology was developed with the Deans for the CTE courses. Kristina Heilgeist stated that there were a few programs at Crafton that had 60 months to complete. The committee agreed that we would continue to use ‘48’ as the months to complete on the PROG screen.

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

Mike Tran stated that the request to add an additional status type of NA could be eliminated by adding a selection on the XWDR to report: (1) Drops before Start Date, (2) Drops after Start Date, and (3) All Withdrawals/Drops. Amber Gallagher agreed that this would be an acceptable solution. Mike Tran will close HDO Ticket #92004 and make it a ‘child’ to the existing XWDR Ticket #90259. Joyce Bond will modify the XWDR report to provide an option when selecting which report to generate.

**IV. CCCApply – International Application** (Robert Scudder)

Dianna Jones advised the committee that the CCC Technology Center is scheduled to launch an International Application that students can complete via Open CCCApply. The staff identified for SEVIS reporting were Jean Marquis (SBVC) and Cynthia Shum (CHC). A separate email will be sent to Jean and Cynthia requesting their expertise and involvement in the implementation of the International Application project. Andy Chang suggested that the CHC Template for SEVIS reporting could be used as we gather information necessary for reporting. Prior to going live with the project, a project overview meeting must be setup with the CCC Technology Center Project Manager, Patty Donohue (*see attachment at end of this document*).

 **V. Portal Project – Feedback from Listserv** (Andy Chang)

Andy Chang recommended that we put this project on a 6-month hiatus to give the State of California time to launch the State portal and determine if it meets our needs. The committee agreed.

**Miscellaneous:**

⦁ **Batch removal of students from programs** – Kristina Heilgeist asked if there was an automated way to remove students from programs that have been identified for closure or have ended. Larry Aycock stated that he used to do a batch ‘adding’ of students to programs utilizing an Ellucian-delivered process with a savedlist, but that he is not familiar with a batch removal process. Kristina was requested to submit a Help Desk ticket if this is something that she would like researched.

**⦁ Moving Registration Timeline up (May/June) –** Andy Chang stated that Henry Hua requested he bring to the committee the idea/possibility of moving up the Registration Timeline. There was much discussion on how this would impact financial aid, grades processing, counseling, Admissions & Records’ handling of registration for multiple terms, and the additional resources required for each of these areas.

**DAWG “Parking Lot”🚘:**

⦁ Drop “Reason” Codes – awaiting input from Enrollment Management committee (Joe Cabrales)

⦁ Posting Military Credit – ***Pending research***, then bring back to DAWG. HDO Ticket #90888

⦁ Financial Aid Processing 2012 blank ‘CS’ records – in progress (PJ Cruz)

⦁ Course Auditing – Pending TESS Executive prioritization next (April Dale-Carter/Larry Aycock)

⦁ Registration Rules Update – implementation targeted for Fall 2016. Need to submit HDO Ticket. (Kirsten Colvey)

⦁ VETS/MILS screens – ***further research***/pending comparison to MINF/XMINF (Robert Scudder)

⦁ Student Group/Organization Transcript Notations – ***pending feasibility*** study - ***HDO Ticket #95510*** (Yvette Tram)

⦁ Automatic rebill of BOGs (Amber Gallagher/John Muskavitch) Assigned to Programmer for Research

The meeting adjourned at 3:40pm.

The next regularly scheduled DAWG Committee meeting is scheduled for Wednesday, April 6th, 2016 at 2:00pm at the District Annex in the TESS Training Room.

Get Started with the International Application

Similar to the BOG Fee Waiver application, implementing the International Application requires less resources than the implementation of the CCCApply Standard Application.  Many of the setup tasks have already been completed, including:

* Your Shibboleth IdP is already setup, which provides SSO (single sign on) access to the CCCApply Administrator & CCC Report Center, in both the Pilot and Production environments;
* Your college branding image is already in place for the BOG and International Applications;
* The MOU is already signed and executed;
* Your download client is already installed on your servers.

In addition, much of the same technical functionality and business operations that your Admissions Office is already using with the Standard Application also applies to the International Application, such as leveraging the integrated email and error message Rules to notify students about campus programs and services, and using the Supplemental Questions for institutional research and MIS compliance.

The CCC Helpdesk will also be providing support for your international students, and we have set up a category page for International Application support on the CCC College Support Site:  www.ccctechnology.info - to support your admissions staff.

However, there are technical and business operations tasks that need to be discussed before you get started. Therefore, once again, the first step in the IT Project is to assemble your team (Admissions and IT) for a **Project Overview** meeting and plan your deployment timeline. If you have questions, contact Patty Donohue, Product Manager, pdonohue@ccctechcenter.org

**Overview Meeting Agenda**:  The International Application Overview meeting is very similar to the BOG and Standard application overview meetings - and requires the same level of commitment from your IT and Admissions personnel. The length of the meeting can range from 30 - 60 minutes, depending on your implementation needs and how many questions you have relative to the project. Nevertheless, we recommend that you allot 60 minutes for the meeting in order to fully review the technical and business operation setup tasks.

**Recommended Attendees**:  We recommend that all campus and/or district stakeholders be invited to participate in this meeting.  It's important that the Admissions staff and decision-makers, as well as the IT team, understand the level of commitment and operational tasks at the start of the project.

We welcome staff and administrators from the following departments to attend this meeting: IT staff (required), Admissions & Records (domestic & international students), Institutional Research, Student Services, Financial Aid, and any other administrators that will be involved in this project are encouraged to participate.

To schedule the project overview meeting, contact Patty Donohue, Product Manager, pdonohue@ccctechcenter.org.