The July 6, 2016 DAWG meeting was held in the Annex Training Room with the following discussions and individuals in attendance (\* = *via CCC Confer*):

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| **ATTENDANCE -** *If your name was omitted, please let me know. Thanks!*  **Valley :** *\*Yancie Carter, \*April Dale-Carter, and \*Kristi Simonson*  **Crafton:** *Larry Aycock and Kirsten Colvey*  **District:** *Michael Aquino*, *Jason Brady, Andy Chang, Joanna Crisostomo, \*Dianna Jones,*  *Robert Scudder, DyAnn Walter, and Joyce Bond* |

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

Michael Aquino stated that Ferrilli has begun coding the ‘Extraction Process’. He still need to meet with them to discuss how records will be selected and transported.

**II. Transcript/Instructor Drop Features (**Jason Brady)

***Questions/Answers***

* Why are we pointing students to the Unofficial Transcripts on old Campus Central and not through Web Advisor?

The student must be active and have a login to access WebAdvisor. When the student is not enrolled, WebAdvisor is only accessible as a Guest. Because of permissions, Guest login does not allow access to the Unofficial Transcript.

* Admissions & Records directly links to the Campus Central page from the college websites. The only benefit (and problem) is that a login isn’t required.

They must specify **first name, last name, student ID and birth date** (exactly as it exists in Colleague) to get a transcript.

That information could be obtained through other means and cause a **security issue**. Is it possible to switch to Web Advisor only?

Not at this time. Would need to redirect to a screen on WebAdvisor to login. The student would also need to have a ‘DMI Registry User Setup’ account (DRUS).

* Instructor Drops access for A&R on Campus Central. Can it be removed?

Crafton has reported that they haven’t been using the feature since Faculty have been processing the drops themselves. Larry has agreed it can be removed.

What about Valley?

April Dale-Carter indicated that Instructor Drops for A&R could also be removed for Valley. But access is still needed by Instructors.

**III. Common Assessment Initiative – CAI** (Andy Chang / Kirsten Colvey / James Smith **/**

Giovanni Sosa **/** Ben Gamboa **/** Marco Cota)

Keith Wurtz has created the project request for CAI. The project request is currently in the process of being signed by all the stakeholders. Currently, there are several conferences being held to learn more about CAI. Yancie Carter will follow-up on the need for rollout contingencies.

**IV. Cynosure Online Orientation** (Kirsten Colvey)

Problem: Due to a problem with the Datatel Listener, Cynosure could not connect to Datatel. During this time, 50 students (10 Crafton; 40 Valley) took the online orientation. Their results were not transmitted to Datatel. This caused the students not to be given the correct registration priority level. These students have been identified by Jason Brady. The students will need to be manually entered in the CASM Screen.

Solution: Kirsten Colvey will create a Help Desk Ticket to have Jason Brady add code to monitor the transmission process and send out email notifications when errors occur. Yancie Carter will let Jason Brady know who should be notified for Valley.

**V. New User Application Process** (Kirsten Colvey)

Kirsten Colvey would like to see new employees up and running with computers and permissions within a week of their start date.

**Problem**:

1. New employees, having to wait until their ‘Live Scan’ is returned, is causing delays in allowing them to access SARS, Datatel, etc…
2. **Type of access:**

* Needs to be more descriptive. Would like to add an attachment to the user app…to be scanned.
* In note section, add ‘See additional Page’
* Kirsten Colvey will discuss with DyAnn Walter and Arlene McGowan to tweak the New User App.

**New User App Process is tedious**

1. Must wait for Board Approval
2. Submissions by Manager
3. HR Orientation
4. Live Scan

The following would speed up the process, but cannot be used because of auditing concerns:

1. Eliminate ‘Wet Signatures’ –-> No authentication
2. Using email 🡪 Contain personal info (ssn)

**Suggestions**:

1. Re-prioritize the sequence
2. Include HR in the discussion

**Possible Solution**:

1. The new ERP may eliminate many of the problems that we are currently experiencing.
2. Need a tracking mechanism for internal email
3. ImageNow – View only for managers…to see where the bottleneck is occurring
4. Kirsten Colvey will talk to Arlene McGowan

Update to the minutes:

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| DyAnn Walter talked to Arlene McGowan about the “View only for managers”  - per Arlene an ImageNow user can only be in 1 “group”  i.e. Kirsten Colvey is already in the “CHC Coun Office Mgrs” group so could not be assigned to the “User Application View ONLY” |

**Miscellaneous:**

There were no miscellaneous discussion items

***DAWG “Parking Lot*”** 🚘Updates – Listed in red

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| **Topic** | **Description** | **Sponsor** |
| **Student Success selection for determining priority** | Evaluate criteria for Comprehensive Ed Plan.  ~~DCS testing parameters~~  ~~# Terms = 2, # Units = 15~~  # Terms = 3 or more, # Units 15-30 | Kirsten Colvey |
| **Drop “Reason” Codes** | Awaiting input from Enrollment Management committee | Joe Cabrales |
| **Posting Military Credit** | Not posting correctly to Transcripts. Pending Research. Then bring back to DAWG. | HDO Ticket #90888 |
| **Course Auditing** | Board Policy: Pending TESS Executive Committee Prioritization | April Dale-Carter/Larry Aycock |
| **Registration Rules Update** | Implementation targeted for Spring 2017 - **For Undecided** | Need 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 |

***The following Topic has been removed from the DAWG “Parking Lot*”**

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| **Topic** | **Status** | **Sponsor** |
| **Automatic rebill of BOGs** | ~~Programmer~~ Research Completed. Programmer waiting to implement. | Amber Gallagher/John Muskavitch |

The next DAWG Committee Meeting is scheduled for Wednesday, July 20, 2016

(3:30 pm - 5:30 pm) in the District Annex in the TESS Training Room.