The October 5, 2016 DAWG meeting was held in the Annex Training Room with the following discussions and individuals in attendance (\* = *via CCC Confer*):

***Attendance:***

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| Crafton | Joe Cabrales, \*John Muskavitch, Kirsten Colvey, Komal Bandyopadhyay, Kristina Heilgeist, Larry Aycock |
| Valley | \*Corrina Baber, \*Marco Cota, Michelle Crocfer, \*Veada Benjamin, \*Yancie Carter |
| District | Steve Sutorus |
| Annex | Andy Chang, Cyndi Gundersen, \*Dianna Jones, DyAnn Walter, Dr. Glen Kuck, \*Jason Brady, Joanna Crisostomo, Joyce Bond, \*Michael Aquino, Robert (Brock) Scudder |

**I. *EPI Steering Committee*** – Robert McAtee /Ailsa Aguilar-Kitibur / Andy Chang

* Oct 14, 2016 - Signoff all items; Approve Time; Approve Files
* Nov 14, 2016 - Workgroups
* Nov 18, 2016 - Training

**II. *Change to MIS Student Disability Priority Registration* -** Michelle Crocfer / Dianna Jones

* Moving to a ‘Primary Only’ System.
* Changes to the MIS Student Disability (SD) Priority Registration.
* New Reporting Categories

D – Intellectual Disability

P – Mental Health Disability

A – Attention Deficit Hyperactivity Disorder (ADHD)

U – Autism Spectrum

* Reporting Categories that are no longer being used.

S – Speech/Language Impaired – No longer a major category. Going away next year.

 Add ‘Do Not Use’ to the description.

* DSPS data held in the PHIN Screen. Use the following fields.
1. Disability
2. Accommodation



* **Ways of getting Funding**
	1. Before : Report Contacts

Change: Priority Registration for Active DSPS Students and Contacts

* 1. Before : By Term

Change: DSPS Students need to come in every year

* Michelle will create a HelpDesk Ticket.
1. Update the DISABILITY File.
2. Change the Priority Registration Rules…checking the ‘Primary Only’ Disability.
3. Determine any additional Programs and/or Reports that may be affected.
4. Plus…<additional items that may be needed>
5. Effective - Summer 2017

**III. *Instructor Drops on Census Day -*** Keith Wurtz / Steve Sutorus

When Steve Sutorus does the 320 Report, he manually removes Instructor Drops, since Title 5 Ed Code indicates that students need to be dropped by instructors prior to census.

* Student Attendance Accounting
* Steve Sutorus said the Ed Code requirements required Instructors to remove Students from the Roster if any of the following conditions exist on Census Day:
1. No Shows
2. Inactive Students
3. Student not participating
* He also said…4-5 years ago, our auditors wanted us to back out Instructor Drops of Students, where the drop occurred on Census Day.
* The Auditors felt it was an error to drop Students on Census Day.
* As a precautionary measure, we drop Students before Census, then get the Total Student Contact Hours.
* Steve wants to ‘Automate’ a solution (i.e. Do not allow Instructors to drop on Census Day).
* Current Practice is to back out Students that have been dropped on Census. Because of this, we do not claim ‘Total Student Apportionment Contact Hours’ for those students.
* ***Arguments:***
* Joe Cabrales said that we can’t distinguish why a Student drops…only when a Student drops.
* Instructors could have dropped the Student for other reasons.
* Drops on or after Census should be counted, since the reason may not be one of the items listed above.
* Larry read the ‘588004 California Code of Regulations’ requirements document

(Press CRTL+click to follow the link)

<https://govt.westlaw.com/calregs/Document/IB328D4B0D48511DEBC02831C6D6C108E?originationContext=Search+Result&listSource=Search&viewType=FullText&navigationPath=Search%2fv3%2fsearch%2fresults%2fnavigation%2fi0ad70f760000015796e2444b36d192fa%3fstartIndex%3d1%26Nav%3dREGULATION_PUBLICVIEW%26contextData%3d(sc.Default)&rank=1&list=REGULATION_PUBLICVIEW&transitionType=SearchItem&contextData=(sc.Search)&t_T1=5&t_T2=58004&t_S1=CA+ADC+s>

* ***Solution:***
* Need to talk to our current auditors. The practice of not counting ‘Student Drop on Census Day’ may no longer be needed. Could be a legitimate reason for dropping on Census.
* Create a ‘Drop Down’ 🡪 Allow the reason for dropping the section…to be entered.
* Student receives a ‘W’ grade when he is dropped on Census Date or Later.
* Provide proof by documenting that email notifications are being sent out to Instructors to drop before Census if Student is a ‘No Show’.
* Larry Aycock and April Dale-Carter will check the hand book.

**IV. *Send a Drop Message from WebAdvisor*** - April Dale-Carter / Veada Benjamin

Currently, an email is sent to students when they make changes to their registration (add/drop).

Is there a way to send a specific message when students drop their courses? This message would include the potential Financial Aid implications when dropping a course.

* Suggestions:
* Add a message to the email that is already being sent out.
* Regroup[[1]](#footnote-1) could be used.
* Messages could be sent once a Term. ‘Critical Deadlines’ could be put in the message.
* Target or Reminder Messages could be sent.
* A warning message could be put in the Subject Line.

*i.e. Keep in mind possible consequences if you are a Financial Aid recipient…*

* Update the WebAdvisor verbiage. Add to the existing red text on the page.
* *Response:* Already too many messages on WebAdvisior
* Send messages a week prior to registration…

 *i.e. If you are thinking about dropping...*

* *Regroup -* handles notifications for ‘Late Start’ classes.
* Unrelated Suggestions:
	+ Add a link to WebAdvisor for Late Start and Open Classes
* *Response:* A link already exist on the College websites.
	+ Use Regroup to view Open Classes.

**V. WebAdvisor/Portal** – Andy Chang

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* Re-arrange the menu selections in WebAdvisor.

The landing page is not displayed to the best advantage

* + Move ‘Registration’ to the top
	+ Remove some links from the screen (i.e. Items that don’t need authentication).
* Using some of the modifications listed above…Having portal will make WebAdvisor more intuitive.
* *Next Step*: Demo of Portal

**VI. Non-Drop for Non-Payment / Ability to Register for Fall in the Spring** – Glen Kuck

* Discussion will be held in the PDC (room 104) on Tuesday, October 29, 2016.

All members are invited to come.

1. Regroup ([www.regroup.com](http://www.regroup.com)) is a cloud-based mass communications platform designed to assist in maintaining continuity of business activities during a crisis, as well as on a day-to-day basis by sending notifications, emailing messages from an external email account, texting from your cell phone, etc… [↑](#footnote-ref-1)