The DAWG meeting was held in the Annex Training Room on April 12, 2017 with the following discussions and individuals in attendance (\*=*via CCC Confer*):

***Attendance [[1]](#footnote-1)***

|  |  |
| --- | --- |
| Crafton | Joe Cabrales, Kirsten Colvey, Kristina Heilgeist, Larry Aycock, \*Robert McAtee |
| Valley | \*April Dale-Carter, \*Corrina Baber, \*Michelle Crocfer, \*Steven Silva,  \*Veada Benjamin |
| Annex | Andy Chang, DyAnn Walter, \*Jason Brady, Joyce Bond, \*Michael Aquino,  Robert (Brock) Scudder |

***EPI Steering Committee*** – Robert McAtee, Yancie Carter, Michael Aquino

Update from Robert McAtee:

* Currently live with Starfish Early Alert (Pilot).
* Working on setting mass student notifications…which should improve FTEs.
* Next phase: Crafton offering stipends to Faculty that want to do Starfish Training.
* Ferrilli’s contract hours maxed out.
* Waiting for Board approval to renew the contract.
* Project Manager received syntax for integrating the Course Id Number.
* Enough work to do until contract can be renewed.
* Will began working on Degree Planner once the catalogs and program sheets with requirements are completed.

**Downtime for Colleague Migration to Hosting** – Andy Chang

* Andy Chang stated that we will be migrating from Colleague being housed in-house to Ellucian hosting Colleague.
* There will not be any noticeable difference to the Colleague end-user.
* Migration schedule:
* *Friday, May 19th @ 6pm - Monday, May 22nd @ 12 pm*
* Colleague unavailable to end-users.
* *Sunday, May 21st @ 1pm* and *Monday, May 22nd @ 6am*
* Tess, Crafton, Valley, and District employees will be testing all the Colleague applications at the Annex.

**WebAdvisor Cleanup** – Brock Scudder, Joanna Crisostomo, Andy Chang

* Changes have been made in WebAdvisor to make the Student Menu selections easier to navigate.
* Remove unnecessary selection items.
* Change the placement of items on the Student Menu.
* Put ‘My’ in front of some of the selection names.
* Add intuitive descriptions (in parenthesis) to explain some of the selections.
* April Dale-Carter would like to have an IASU[[2]](#footnote-2) link added to the ‘Academic Profile’ on the WebAdvisor Student Menu.
* The student would click on the link to find out which colleges have their transcript(s).
* This would reduce the number of calls to A&R.
* Veada Benjamin will submit a HelpDesk Ticket.
* A screen print of all the changes to WebAdvisor will be sent out for final approval before moving any changes to production.

**Web UI**

* Andy Chang said that users will be using their network password to login to Web UI. To accomplish this, the user’s current user-name will be changed to match their network login.
* DyAnn Walter previously ran a report that identified user-names of people in the Active Directory and their associated Colleague logins. From this report, we can tell which users need to be changed.
* Andy will be contacting Ellucian for assistance, since the Colleague login field is not editable in the Operator Definition (SOD) Screen.
* Users will be able to use the same login and password…similar to Single Sign-on (SSO).

**Archiving E-Schedules** *(configured in XSCC)*– Joe Cabrales, Kristina Heilgeist

* Creating Historical E-Schedules.
* The E-Schedule runs and displays current schedules in Colleague. Auditors want to be able to look back to see what was claimed for FTES[[3]](#footnote-3).
* Need to capture the last version in pdf form.
* Valley - Already has a pdf being kept in the documentation library
* Crafton – A similar set-up will be done for Crafton after confirming with Kathy Bakhit.
* Once confirmed, Jason Brady will copy Crafton’s E-Schedule to the documentation library.
* *E-Schedule runs @ 7am each morning*. The ‘As of Date’ is already in the report.

**Miscellaneous**

**From Kirsten Colvey: Cost of New System-wide Software**

* Andy Chang pays for system software (DSPS) that the District uses.

In particular…Dragon Naturally Speaking, Screen Reader, etc.

* Crafton currently has 50 licenses for the Dragon software. The Dragon Naturally Speaking software company is charging a $400 annual maintenance fee. The Dragon upgrade cost is $1200 for the new version. Will Andy cover it in his budget?
* Andy said that the budget for the next fiscal year is already budgeted. This was done in February. Kirsten will use their DSPS money to upgrade this year, and send Andy a list of software apps for future years.

**From Joe Cabrales: Waitlist Restriction on Units**

* Joe meets weekly with Managers, Presidents, and Deans.
* Wanted to know the feasibility of limiting the number of units to be added on a Waitlist.
* This would prevent students from shopping around.
* Used to determine if another section should be opened.
* Consider combined units: Currently Enrolled + Waitlist
* Limit students to 18 units on Waitlist
* Students enrolled in 10 units would only be able to add 8 units their waitlist.
* Keith Wurtz has a report denoting the average units a student has…when they add themselves to a waitlist.
* Both colleges would have to agree, since unit load is District wide.
* Joe will take the information back to his weekly meeting with Managers, Presidents, and Deans.

**From Joe Cabrales: Waitlist Closes**

* When the Waitlist closes, can the Deans get email notification?
* Currently, there are Informer Reports that can be scheduled to run.

The results would be emailed to specified email addresses.

**From Joe Cabrales: Prospects**

* Currently, we are not capturing Prospects into Colleague.
* Need a method to capture this information.
* Suggestions: Recruiter, Oracle; Marketing.
* Need to look at additional Prospecting products.

**From April Dale-Carter: BOG not picking up enrollment fees**

* April submitted a HelpDesk Ticket.
* Problem:

1. Students enrolled in the Spring Term
2. Dropped their classes
3. BOG not picking up enrollment fees when reinstated

* Michael Aquino has been working with Ellucian. Ellucian has provided a temporary workaround to correct the problem. After testing, he will push to production.
* April will send Michael 4-5 additional students that were affected.

**How to Expire Email Addresses**

* The Active Directory Account gets removed.
* Create HelpDesk Ticket to remove the individual from the Active Directory.
* HR will verify that the change needs to be done.

**Updates to the DAWG Parking Lot:**

The following topics will be removed from the DAWG Parking Lot.

* *Pulling Fees from Financial Aid:* John Muskavitch said Pell Funds can only be disbursed two weeks prior the start of term.

*Question 🡪* In our system…Can we authorize fees and disburse later?

*Answer 🡪* Currently, we cannot authorize without disbursing the funds.

* Must send entire amount to be disbursed and have the student pay us back.
* Most schools use same budget #. We don’t.
* Email was sent to VPs to explain why we could not separate out the disbursement.
* *VET/MILS Screen*: Brock Scudder is creating a PowerPoint Document to explain the various screens. He will schedule a meeting with the necessary people.

1. *Some individuals joining the meeting via phone may not be in the attendance list.* [↑](#footnote-ref-1)
2. IASU 🡪 Institutions Attended Summary [↑](#footnote-ref-2)
3. FTES 🡪 Full-Time Equivalent Students [↑](#footnote-ref-3)