The November 22nd DAWG meeting was held in the Annex Training Room with the following discussions and individuals in attendance (\*=v*ia CCC Confer*):

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

|  |  |
| --- | --- |
| Crafton | Joe Cabrales, Kirsten Colvey, Kristina Heilgeist, Larry Aycock,  Miriam Saadeh |
| Valley | \*Corrina Baber, \*Kristi Simonson |
| Annex | Christopher Crew, \*Jason Brady, Joe Ho, Joyce Bond,  Jun Xiang, Robert (Brock) Scudder, Samantha Sarabia |

**To Be Arranged (TBA) Classes**

*Sponsors:* Miriam Saadeh, Kathy Bakhit, Corrina Baber

All TBA classes (except DE71 and DE72) need to have *Total* Contact Hours of the Term on the schedules, and not the Hours/Week.

* EMS-103-80 has Contact Hours for every portion in Colleague, including CLINIC and FIELD, but for some odd reason, the hours for CLINIC and FIELD aren’t showing on the eSchedule.
* Kristina Heilgeist and Miriam Saadeh have noticed that this is a recurring problem with these instructional methods.
* *Action Item:* Miriam Saadeh will create the following.
* Project request : Update eschedule and WebAdvisor
* Help Desk Ticket: Report sections with arranged hours (XCHP) as Positive Attendance (exclude DE/Hybrid and Independent Study.

**eSchedule**

*Sponsors:* Miriam Saadeh, Kathy Bakhit, Corrina Baber

* Updating eSchedule
* Change wording of arranged classes in the eSchedule 🡪 from ‘arrange’ to ‘arranged’
* Display the Class Type for Clinic. Want to display CLINC (not CLIN)
* Research.
* There are 4 Instructional Methods that begin with ‘CLIN’.

CLINO, CLINB, CLINC, CLINR.

* The program that creates the input to the eSchedule groups them under CLIN.
* *Action Item:* Miriam Saadeh will create a Help Desk Ticket to update the eschedule.
* Change the output from displaying ‘arrange’ to displaying ‘arranged’
* Change all variations of CLIN? to CLINIC

**Excused Withdrawal (EW) Grades**

*Sponsors:* Larry Aycock

* Title 5; Item #55024 - Excused Withdrawal (see attachment).
* State working on Guidelines that will become effective at the end of the Spring Term.
* *Summary*: A student may enroll in the same credit course a maximum of 3 times. Districts may permit one additional funded enrollment on an appeal basis if a student needs to repeat due to significant lapse of time or due to extenuating circumstances relating to verified cases of accidents, illness, or other circumstance beyond the student’s control. Districts can allow additional enrollments on an appeal basis without claiming apportionment. [55024(a)(9), 58161(e)]
* *Action Item:* Larry will create a Project Request*.*

**Emergency Contact Student Information**

*Sponsors:* Joe Cabrales

* Require the Emergency Contact Information to be updated every 90 days.
* *Resolution*: Handle same way as WedAdvisor Contacts.

**Zero Cost Textbooks**

*Sponsors:* Jason Brady, Kathy Bakhit

* The regulation that requires an icon is in California Education Code, section 66406.9, added by SB 1359.

[*http://extranet.cccco.edu/Portals/1/AA/OER/2017-18/SB1359\_Block\_2016\_09\_30.pdf*](http://extranet.cccco.edu/Portals/1/AA/OER/2017-18/SB1359_Block_2016_09_30.pdf)

* This requirement goes into effect on January 1, 2018.
* The course materials used for these sections are free of charge, and therefore are not required to be purchased.
* The Zero Cost Textbook symbol must be displayed as a symbol on WebAdvisor and eSchedule.
* Each campus will need to advertise the symbol being used for zero-cost textbooks.
* *Action Item:*

PJ Cruz and Jason Brady will add the Zero Cost Textbook icon to the online schedule.

* eSchedule 🡪 Add icon next to the section with zero-cost textbooks
* WebAdvisor 🡪 Click Search; Click Section; Add icon next to the section

with zero-cost textbooks

1. Disclaimer: Some individuals joining the meeting via phone may not be in the Attendance List. [↑](#footnote-ref-1)