The April 11th 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)*

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| --- | --- |
| Crafton | Joe Cabrales, \*Kristi Simonson, Larry Aycock, \*Miriam Saadeh |
| Valley | \*April Dale-Carter, \*Steven Silva, \*Veada Benjamin |
| Annex | DyAnn Walter, \*Jason Brady, Joanna Crisostomo, Joe Ho, Joyce Bond, Mike Tran, Robert (Brock) Scudder |

**Repeat Policy**

*Sponsors:* Larry Aycock, Kristina Heilgeist, Miriam Saadeh

* Help Desk 3439 Request
* Create a ‘Registration Retake Policy Rule’ in Colleague that prohibits students from taking a course if it has been completed in five or less terms with a passing grade.
* Research Repeat Policy ID = Y – Repeat covered by T5/58161-c
* Discussion
* EMS-921-x20 is a Recertification Course. Title V allows students to repeat the course an unlimited number of times.
* Update policy description from T5/58161-c to T5/55040-b8.
* Update the registration rules for Section EMS-921-x20.
1. Assign Registration Retake Policy Y - T5/55040-b8 to the repeat policy.
2. Allow the section to be open ended on repeatability for recertification.
3. The x20 is not necessary. No upper limit should be assigned on retakes.
* Do not pursue the 5 term rule in the original request.
* Action Items
* Attached the California Code Regulations for Title V Repeat Policy 55040-b8.
* Mike Tran will verify this ruling allows for unlimited repeats.
* DyAnn Walter will do the following.
1. Modify the wording of the Help Desk Request.
2. Update the description of Registration Retake Policy Y.
* Change description from T5/58161-c to T5/55040-b8.
1. Remove all the grades in the “*Grades Allowed*” and “*Grades Not Counted*” fields due to the verbiage in the policy (*Such courses may be repeated for credit any number of times)*.

**Incomplete Grades**

*Sponsor:* Larry Aycock

* Incomplete (I) grades currently qualify as “assumed success,” and are not picked up by Registration Rules or DREG.
* Discussion
* System assumes success with Incomplete Grades.
* Prerequisites @ Valley – Incomplete Grade 🡪 Student was dropped.
* Registration allowed Incomplete Grades. Students should have been prevented from registering for the next section.
* Action Item*:*
* Larry Aycock will create a Help Desk Ticket request to research why registration is allowing students register for sections when the prerequisite section has an Incomplete Grade.

**Roster**

*Sponsor:* Joe Cabrales, Joe Ho

* Uses for the Preferred Name (see attachment). Discussions listed below.

|  |  |  |
| --- | --- | --- |
| **Uses for the Preferred Name** | **Y/N** | **Reason** |
| College ID Card | No | Id card 🡪 Sometimes used for identification |
| Class Rosters, both in-class and online | Yes | Should be updated by A&R |
| Grading Rosters (Canvas) |  | Customization to Canvas |
| Waitlists |  | Programming needed |
| Unofficial Transcript | No |  |
| College Public Directories (unless the student has asked that information be blocked) | N/A | Neither College has a directory |
| College email | No | Only the student’s 1st initial and last name are used in email |
| Diploma | GRAD  | Already being done |

* Discussion:
* Larry Aycock said the following about Preferred Names (PN).
* PN should not be used for unofficial transcripts.
* PN should not be extracted from CCC Apply, since there was no way to review the name being requested.
* Instead, the student should go into the A&R Office to update their PN.
* Current request to get PN from CCC Apply will be put on hold.
* DyAnn Walter mentioned the GRAD Screen shows the legal name and the preferred name in parenthesis. Diplomas are created from the GRAD Screen.
* Joe Cabrales is opposed to having a *policy* created because it cannot be enforced
* College ID card is not an Official Id, but in some cases it is accepted as an official form of identification for the College.
* Action Item*:*
* Joe Cabrales will take this information back to the Vice President of Student Services.

**Testing Unit Overloads for Students**

*Miscellaneous Item # 1*

* Valley has Term specific holds.
* A&R enters holds on STPE.
* Previously, Counselors were the only ones to enter holds.
* Usually there is a problem with summer & fall overlap.
* The issue is resolved by adjusting the End Date.
* Crafton does not have lower overload units for summer.
* A&R enters holds on STPE.
* Need Term specific overload holds.

Fall, Spring 🡪 18 units

Summer 🡪

* Informational
* PERC Holds – Limits the units.
* STPE – Allows students to go beyond the PERC Hold.
* Action Item*:*
* Larry Aycock will create a Help Desk Ticket request to research and fix if the change is easy. If not easy…He will create a project request.

**New Bookstores**

Miscellaneous Item # 2

* Kristi Simonson wanted to know if the links in WebAdvisor have been updated to point to the new websitesfor books at both bookstores.
* Jason Brady said ‘yes’…the links have been redirected to the new websites. The links were updated during the week the bookstores were closed.
1. Disclaimer: Some individuals joining the meeting via phone may not be in the Attendance List. [↑](#footnote-ref-1)