

District Applications WorkGroup (DAWG) | Meeting Notes

DATE *Wednesday, February 13, 2019*

The February 13th DAWG meeting was held in the Annex Conference Room 3 with the following discussions and individuals in attendance (*=*via CCCConferZoom*)

Attendance ¹

Crafton	Kristina Heilgeist, Larry Aycock, *Kristi Simonson, *Miriam Saadeh, *Artour Aalanian
Valley	*Steven Silva, *Julie Ulloa, *Kay D Yarbrough
Annex	*DyAnn Walter, Joe Ho, Andy Chang, *Jason Brady, *Luke Bixler, *Corrina Baber
District	

I. Updating User App to include Starfish roles and permissions

Sponsor: Joe Cabrales and Kristina Heilgeist

- Joe Cabrales was not at the meeting, Kristina provided a summary to this issue.
- There is nothing on the user app to indicate if a user needs to be added to Starfish or omit the user from Starfish. A financial aid student worker who was getting their Colleague role matched to a full-time employee and end up getting a role in Starfish.
- The worker should not have received access to Starfish
- Andy will investigate this with DyAnn offline

II. Update on Pseudo Courses

Sponsor: Kristina Heilgeist

- Finished mapping on all the GE's for both Colleges
- Will be building separate ones for every college for every GE pattern for every option within that GE. Looking at about 98 right now between the two Colleges.
- They will be identified by starting with a "V" for Valley and "C" for Crafton.
- They will all be TRELEC on the subject code. It stands for "Transfer Elective"
- Miriam built the Crafton ones in Colleague test environment. Valley confirmed that all the courses are built as well, in the test environment.
- Valley has done some testing, adding these to a student record.
- Need to verify how it looks on the transcript, on the official and the unofficial and the combined copy.
- After this is verified, will have to try the same process in the Live environment. It's not possible to test in Starfish until this is done in Live environment.
- DyAnn asked about the length of this testing, because in couple of months, TESS will be cloning the test environment from Live, and do the patch cycle, if this is not migrated before that, these data may be lost.
- The evaluators and scheduler side, testing in Test environment, but the Starfish side and the evaluators, can't do schedule building until it gets into the live environment.
- Hope to start work in the Live environment by the following week.
- Kristina asked about how to omit the pseudo courses from MIS, from being printed etc.
- DyAnn suggest that Kristina work with Corrina and Dianna (MIS side)

¹ Disclaimer: Some individuals joining the meeting via phone may not be in the Attendance List.

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- For more details, please refer to audio recording, time stamp (25:00)
<https://cccconfer.zoom.us/recording/share/BafG-JBM12mt8oZSpOHEGsr3cf-5cbK76PqJYocAVqwlumekTziMw>

III. Transcribing

Sponsor: Joe Ho and Kristina Heilgeist

- Items not printing properly in TRAN Groupings
- There were some selection criteria differences between SBVC and CHC, which is normal.
- Larry said that: On the official transcripts, nothing noncredit should appear. Courses, program certificates, anything that's noncredit should not appear on the official transcript.
- Kristina added: We don't want on the unofficial either, we have a thorough transcript group.
- Larry added: The unofficial is just a mirror image of the official, except that the header says unofficial.
- The only place that noncredit work and certificates should appear is on that noncredit transcript grouping.
- Kristina added: But there are credit ones that should also be omitted from the official transcript, and that's where the CCD code comes in.
- Kristina is thinking about adding a code designed for noncredit, that can be added to the CCD field, it can be used for deciding if this program should be printed.
- A ticket was submitted by Keith to work on the Acad Level field on the PROG screen. It may be able to be used to for determining if this program should be included or not. MIS team is doing some research on this.
- Keith is anticipating that some students will be earning that certificate at the end of this semester and CHC will need the ability to post that to the noncredit transcripts and have it visible. Would like to have this done by the end of this semester.
- We will circle back to this at the next DAWG meeting

IV. Ability to share large files with secured data amongst District employees

Sponsor: Larry Aycock

- Jason spoke to Andy and Jeremy. It is recommended to use the District file share. Microsoft OneDrive is also acceptable. One advantage is that the share link can have an expiration, the disadvantage / issue is that if the employee login to non-district computer, it is possible for them to download a copy of the files.
- OneDrive with District credentials should only be installed on a District computer.
- Andy said that Network Share is the more secure method, especially if it's sensitive data. We don't want employees to download sensitive data to their home computer.
- Larry is more concerned about access and the security of the PII.
- When staff are working remotely (example Kristina visiting researchers at the District), they have no easy access to these data, the work around was to encrypt the data, put it on a thumb drive, which poses problems.
- Network shares may not work properly if you go to a different site.
- Andy suggests getting on the secure wireless, to access the internal resources.
- Kristina wanted to share with the District researchers and CHC researchers, a file from Starfish, and it contains student PII.
- Andy suggest putting in a helpdesk ticket and create a network share folder which only the authorized users/groups have access to, then the file(s) can be placed there. In CHC, this request will be submitted to Wayne's team.
- For each specific need, it should be a different folder.

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- With proper security management, OneDrive is still a good option. A good way to do that is when users are done with the file, delete it from OneDrive.
- Jason reminds everyone that OneDrive should not be installed on a non-District computer.

V. Identify Contract Ed Sections in Colleague/Informer

Sponsor: Kristina Heilgeist, Artour Aslanian

- The question is: How to identify the Contract Ed sections in Colleague.
- Kristina suggest utilizing the Course Type field on the SECT screen, Corrina said that she will follow up with Dianna and see if that will affect MIS reporting.
- Artour wants to know if there are any historical data for this, but since the code does not currently exist, there will be no historical data.
- DyAnn asked for more details about Contact Ed. Larry used an example of Amazon wanting to offer a course for their employees, and closed to only their employees, basically Amazon will pay the cost of the course to run that section, because FTES won't be collected.
- DyAnn thought maybe it can be tracked via GL number, but it does not look like it is reliable.
- To add the Course Type code, user will have to submit a ticket to TESS.
- Artour will submit a ticket after Corrina completes her research.
- DyAnn said that these will have to be coded as exempt, so they will be excluded in the 320 report.
- *As of 2019/02/21 – Dianna and Corrina confirmed that adding to Course Type code, will not affect MIS.*

VI. Ongoing Topics

1. AB 705 Discussion

Sponsor: Kirsten Colvey

- Continue discussion, no issues right now
- English is working on this
- Ron Gordon will be working with CHC
- TESS is working with Valley English and Mathematics

IV. Miscellaneous
