District Applications WorkGroup (DAWG) |Meeting Notes

The April 10th DAWG meeting was held in the TESS Training Room with the following discussions and individuals in attendance (*=v*ia CCCConferZoom*)

Attendance [1]

Crafton	Joe Cabrales, Kirsten Colvey, Kristi Simonson, Kristin Garcia, Kristina Heilgeist, Larry Aycock, *Miriam Saadeh, Reyna Uribe, Veronica Lehman
Valley	*April Dale-Carter, Herlinda Molina, Julie Ulloa, *Kay Dee Yarbrough, *Michelle Tinoco, *Steven Silva, *Veada Benjamin
Annex	Brock Scudder, *Corrina Baber, DyAnn Walter, *Jason Brady, *Michael Aquino, Joe Ho
District	

I. Both Colleges will need to file historically active programs for approval

Sponsor: Kristina Heilgeist

- Referring to PROG screen where the programs are built.
- Due to the changes in the units filing limits with the State, we have nine certificates that previously weren't State approved, were not transcripted, we now have to file.
- We've started the process, don't have a cut off time yet. But we have over 2000 students attached to these programs, and they cannot be transcripted unless they are awarded after the date that they are state approved. Trying to figure out how to do this without having to build PROG screens.
- Looks like Valley has about 8 certificates which will be affected.
- There is no quick way to transfer these students, it will probably take 3 hours for CHC to do this.
- Larry said that CHC can build the new program, but then they will have all these students that are out there on the old program that need to be moved to the new program.
- There is a Colleague screen to end an academic program (ESTP), but not one to add them in batch.
- Is there a way to stop us to get attached to these old programs? Sometimes due to data entry error, students are attached to these old programs. No. It's the matter of more training.
- Kristina said there is a code that wasn't state approved for 23 years but now that they lowered the unit requirements, it is required.
- Now anything 16.0 and higher is required, 15.5 down the 8 is optional. CHC is looking to file all their degrees except for two.
- Moving forward, will have to build new programs and transfer the students over, with the help of informer reports.
- CHC will submit a research ticket to see if there is a way to batch add an academic program to a list of students.
- Valley has a list of affected programs, but don't know how many students are affected yet.
- Will need to look into programs with codes that is preventing them from being printed on a transcript, and make sure it is removed in the new program.
- Time code 00:16:39, Larry gives an example on the steps to do this. (https://ccconfer.zoom.us/recording/play/nNACPjO4lc5m6qRmwnv5jggZnULHz4Om_dd6pzyXV_pNgmwegrHLHC67e5pRJ1mB?continueMode=true)

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

II. Combined DA Transcripting for TRELECs

Sponsor: Julie Ulloa, Kristin Garcia, Kristina Heilgeist

- When we build a TRELEC or Course Equivalency, we don't want them shown on the transcripts, not on official or non-official, not even a combined or academic standing.
- Want to explore the possibility of using Degree Audit transcript
- See time code (00:19:52) for screen shots. (https://cccconfer.zoom.us/recording/play/nNACPjO4lc5m6qRmwnv5jggZnULHz4Om_dd6pzyXV_pNgmwegrHLHC67e5pRJ1mB?continueMode=true)
- Only want the TRELEC's to show on the DA transcript. Currently these are identified using credit type of "TRNDG" and that's part of the selection criteria in the transcript grouping / filtering.
- Valley currently also use TRNDG code for other transfer work besides TRELECs. So, to properly filter the TRELECs, we need a new code. Larry agrees.
- The five-character code can be "TRELC" with description of "Transfer Electives"
- Will need to submit a helpdesk ticket to add a new code in the Credit Types table.

III. Toggle functionality on STAC

Sponsor: Julie Ulloa, Kristin Garcia, Kristina Heilgeist

- Wondering if there is a toggle feature that can be added for Colleague STAC screen, so users can do different kinds of filtering on the student's STAC information. Due to the addition of TRELECs, there will be a lot more information added to STAC.
- Joe commented that this question needs to be directed at Andy, but also suggested using a Informer report to achieve this.
- Larry thinks it's a good idea to use Informer to do this report for the evaluators or whoever needs to use the TRELEC information. Can use Credit Type or Student IDs to filter
- Once DA transcript is updated, that can be used as well.
- Ask to submit two tickets, one for DA transcript and one for TRELEC new code in the credit types table.

IV. TCEQ Transfer Course Equivalencies historical data

Sponsor: Julie Ulloa, Kristin Garcia, Kristina Heilgeist

- In the TEST environment, when TRELECs were built, it was automatically pulling over the course historical data from TCEQ.
- Some of these historical data is outdated. Want to know if these needs to be deleted manually or is there a way to null and void them in TCEQ, since it's not being used anymore.
- Counselors were told in the past not to use TCEQ because it is outdated.
- Larry said we can consider removing access for counselors to TCEQ. Kristin was wondering if that screen is necessary, because when TRELECs are being built, it is pulling the automatic equates over, and sometimes she just want the area, not course for course. She sometimes has to manually delete the extra information and put in the TRELEC information.
- The old information in TCEQ is affecting her entries of TRELECs.
- Start with a report on the old TCEQ information, maybe they can be deleted from the system.
- Larry said to put in a ticket to research and verify what TCEQ data is out there first, before deleting it, don't want to just delete it assuming that it's only what Ben was using for test.

V. CCCApply Non-Credit Application

Sponsor: Larry Aycock

- A&R and Financial Aid attended Region 9 meeting and learned that CCCApply will be releasing a Non-Credit Application in June or July.
- Apparently, the law has changed so that a non-credit application no longer requires a residency determination, so residency questions on the non-credit applications are removed.
- Larry thinks both Colleges will want to go down this road and implement the non-credit application because the residency questions are a barrier for a lot of non-credit students.
- Larry wants to open the discussion on what it would take to implement this.
- "It would be up to the school to do programming to ensure that a student who applies for non-credit is not eligible and cannot enroll in a course for credit, until they submit a regular application and that residency determination is made"
- So, students who apply for non-credit cannot take credit courses, but students who apply the regular application can take credit and non-credit courses. Maybe can start putting together a project request and do some research into this.
- These students will not be able to take credit course until a residency determination is made.
- Larry will submit a project request; more research and discussion will be required.

VI. Identifying DE approved courses in Colleague

Sponsor: Keith Wurtz, Miriam Saadeh

- Want to add a code, probably under course types, at the course level in Colleague, to identify if the course has been approved to be taught online or not. It is exactly how code was added for the zero cost textbooks.
- See time code (00:47:09) for screen shots. (https://cccconfer.zoom.us/recording/play/nNACPjO4lc5m6qRmwnv5jggZnULHz4Om_dd6pzyXV_pNgmwegrHLHC67e5pRJ1mB?continueMode=true)
- Asked Miriam to submit a ticket to add the DE code to the Course Types table.

VII. "processes" for CHC-Fin Aid

Sponsor: Joe Cabrales, Veronica Lehman

- Due to the College Promise Program, CHC financial aid is looking to streamline and automate some processes.
- Joe Cabrales and team visited SBVC financial aid. CHC would like to have Valley's communications management setup replicated. CHC is also looking for guidance on what needs to be done to make this happen, besides the tickets and project requests.
- CHC not necessarily going to auto packaging, they want to start with communications management and the imaging, to basically go paperless.
- Joe said they are looking to purchase scanners, software etc. to replicated what Valley financial aid is currently doing. They initially went to SBVC to look at auto packaging, but he thinks by starting with the infrastructure setup, they will be better prepared for auto packaging down the road.
- Talked about type of scanners. Special scanners for transcripts. Suggest talking to Arlene about image scanning.
- DyAnn suggest submitting some tickets for training and research.
- Briefly talked about SBVC financial aid annual setup with consultant Eric.
- Joe said there is no big urgency, looking to reduce the amount of manual work for the team.
- Ernesto said they may have some spare scanners that CHC can use.
- Talked about how to share scanned documents between the two colleges – read only folders. A&R currently have similar setup for when a student is taking class at both campuses and when the documents i.e. residency paperwork is provided to one campus, it can be shared with the other via read only folders.
- Larry said to ask Arlene about scanner models for transcript scanning and learn more about why certain models are preferred over others.

VIII. Using Workflow for Assessment

Sponsor: Kirsten Colvey

- Faculty from CHC really wants students to be able to answer the placement recommendation questions from home.
- CHC purchased a program from AMC document / FileKeepers with the idea of developing some paperless workflows between the offices.
- Francis is working on forms and training people on how to use the forms. Takes care of all the backend setup.
- Accuplacer will not allow students to do the questions remotely.
- CHC is building a workflow on this system to allow students to answer the placement questions from home. The output of this will replace the Accuplacer file.
- Kirsten would like to discuss how to accomplish this, DyAnn suggests that she talk to Andy first.
- To add a link to this from WebAdvisor, will need to submit a ticket.

IX. Ongoing Topics

IV. Miscellaneous

1. ### Cloning TEST from PROD environment in April 2019
   Sponsor: DyAnn Walter

   - *Will postpone to* around May 6th.
   - ***Larry: Get the CREDIT TYPE ticket submitted ASAP.***
   - Data will be lost in the TEST environment after the April clone.
   - Currently don't have a date yet.
   - Pseudo courses and transcript testing will be affected.
   - Any questions or concerns, please contact DyAnn. (ext. 4362)

2. ### SBCCD Free Promise Program

   Sponsor: General Discussion

   - Please refer to time code 01:19:15
     https://cccconfer.zoom.us/recording/play/nNACPjO4lc5m6qRmwnv5jggZnULHz4Om_dd6pzyXV_pNgmwegrHLHC67e5pRJ1mB?continueMode=true)
   - Programming was tested and completed on Friday, 04/12/2019.

3. ### Secure Folder sharing for Don Hudson

   - Don Hudson needs to access a secure folder on our network.
   - Jason suggest that if he has VPN access, will need to test to see if Don can access it with the right path.
   - Submit a ticket to the district IT.

4.   New User Apps for CHC new employee

- New employee starting, was told can't build user permissions until HR is done (Livescan etc.)
- But HR don't do anything until the person's first day.
- Want to know if can submit the user app now, using the new online form.
- DyAnn's team won't be able to get anything until HR does their part, but at least this user app will be in the queue.
- If the new user needs Starfish access, the application will have to come from the designated managers.
- Please refer to time code: 01:28:26 for the discussion below:
  https://cccconfer.zoom.us/recording/play/nNACPjO4lc5m6qRmwnv5jggZnULHz4Om_dd6pzyXV_pNgmwegrHLHC67e5pRJ1mB?continueMode=true)
- Kirsten talked about an idea of converting this workflow using the FileKeeper program.
- Brock and DyAnn said that there is a similar workflow in Imagenow.

5.   We need to communicate more

- Please refer to time code: 01:30:45 for the discussion
  https://cccconfer.zoom.us/recording/play/nNACPjO4lc5m6qRmwnv5jggZnULHz4Om_dd6pzyXV_pNgmwegrHLHC67e5pRJ1mB?continueMode=true)
- Kirsten and Joe expressed their concerns about both Colleges going off on their own tangents, looking into different software, not communicating with each other.
- CHC was not aware that Valley is going to use Campuslogic.
- According to Joe, Campuslogic has very similar functionalities as the FileKeeper software.
- Kirsten feels that we all need to do a better job at communicating what's in front of us, and what we like to do, so we don't end up with FileKeepers for CHC and Campuslogic for SBVC, which have similar functionalities.
- Joe feels that when a new software is being considered, everyone should be made aware of it.
- Tighten the communications gap.
- Kirsten feels that with more communications, it may lead to possible money savings i.e. Each campus buying a piece of software versus District buying the software at a discount for both campuses.