

District Applications WorkGroup (DAWG) | Meeting Notes

DATE *Wednesday, May 8, 2019*

The May 8th DAWG meeting was held in the TESS Training Room with the following discussions and individuals in attendance (*=*via CCCConferZoom*)

Attendance ¹

Crafton	Joe Cabrales, Kirsten Colvey, *Kristi Simonson, *Kristin Garcia, Kristina Heilgeist, Larry Aycock, *Miriam Saadeh, Veronica Lehman, *Robert McAtee
Valley	*April Dale-Carter, *Herlinda Molina, *Julie Ulloa, *Steven Silva, *Veada Benjamin, *Christie Gabriel
Annex	*Andy Chang, Brock Scudder, DyAnn Walter, Jason Brady, *Michael Aquino, Joe Ho
District	*Christopher Crew

I. Communication management system for College Promise

Sponsor: Kirsten Colvey, Joe Cabrales

- Collecting information for the Free College Promise Program. Everything is being collected by hand.
- Would like tracking mechanism in Colleague, ability to tell students what's missing from their applications.
- Able to contact students periodically if the application is not complete. Currently, everything is a manual process.
- Joe suggests that tracking and document handling can be added to the system.
- Andy points out that TESS will support the users or the project as a team.
- Larry agrees that it takes time to build something from scratch in communications management.
- Kirsten asked if we can pay Ellucian to come in and provide a class on communications management.
- Julie said that it would be nice to have something at Valley to contact the grads through communication management, and Larry said that he already built one for CHC.
- Valley is currently informing their grads by sending an individually generated PDF file.
- Andy suggests that we can all work as a team to set this up.
- Joe, Larry, and Andy think it's a good idea to set aside some time to "workshop" this task.
- The team can get the outlines and what codes are needed etc, and when this is done, we can do another workshop for Valley's graduation process.
- Joe suggested that maybe Julie's team can also join and learn how to do communications management from scratch, so they will already have some ideas when it's time to build the graduation portion for Valley.
- Joe thinks it will be a good idea to have Veronica from CHC FA join as well.
- Andy agreed with Joe that after having the workshop session, we will have a better idea on what we need.

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

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II. Starfish updates and the EPI Project

Sponsor: Sponsor: Kristina Heilgeist, Robert McAtee

- CHC has been live with Starfish Early Alert and Degree Planner couple of weeks ago. Valley will also go live very soon.
- Looking for a point person to support system changes and updates to the system i.e. attributes.
- Will it be at the campus level or district level?
- To see Robert and Kristina's list, please go to time code 00:33:00 from the recording - <https://cccconfer.zoom.us/recording/share/bb0DxaHuJkmxk5JbbwonGaUMv86EA3vjUJLYIxeHD-6wlumekTziMw>
- The list of ongoing responsibilities was discussed during the meeting. Need to come up with ideas on how to approach this.
- Consultant Emily Hoffman will become hourly support.
- Some detailed discussion about what each area covers (00:35:05)
- Larry mentioned the difficulties of getting the Close to Completion report, the file is too big to email, they are using a dropbox workaround now, but is looking for alternatives. SFTP did not work. Maybe we can provide access to they can SFTP the file to CHC. Valley will need a similar setup.
- Researchers may want access to these documents in the future as well.
- Jason suggests a workgroup, colleges will designate a Starfish person.
- Need to discuss more on permissions and person involved. Total of 13 admin access accounts, 10 at Valley and 3 at Crafton.
- Andy said that he will need to know more before deciding how to do this. He suggests a separate session where this can be discussed in more detail.
- Even with Emily rolling off the project, Robert points out that there will be base support via Compass. Kirsten said that if we need to set up more features, they will be ok to pay for it.
- Kirsten suggests that more people need to learn and be trained on how to maintain this.
- Andy suggests detailed documentation with screenshots will help.
- Andy will ask Shari to send out a Doodle Poll to the team.

III. Not Giving Student Email (.edu) account until Non-Application interaction with students

Sponsor: Jason Brady

- In April 2019, the district received over 13,000 applications.
- As of May 2019, we've exceeded the annual totals from 2014, 2015 and 2016.
- According to Larry, CCCApply spam logic is still in BETA logic. Not connected to PII yet. In a few weeks, they will be releasing updates.
- To see Jason's list, please go to time code 01:03:46 from the recording - <https://cccconfer.zoom.us/recording/share/bb0DxaHuJkmxk5JbbwonGaUMv86EA3vjUJLYIxeHD-6wlumekTziMw>
- The goal is to create more hurdle for the spammers. Jason's suggestion is requiring every student to complete either Orientation or Ed-plan or have submitted some financial aid documents.
- The only thing this will keep them from doing is logging into Google Gmail. The student will still be able to login into Web Advisor.

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- This will not interrupt the student process flow but may require us to contact them via their personal email until they get set up in the Gmail system.
- It won't take very long to set this up but will need resources to be assigned to this, if we want to do it.
- Colleges will need to update some notification emails to the students to make them aware of the changes, also some processes may need to be updated.
- We can also let the students know that they will get Office 365 for being a student.
- Jason and A&R talked more on how SPAM filter is being managed and should be managed.
- For more details, please go to time code 01:20:11 from the recording - <https://cccconfer.zoom.us/recording/share/bb0DxaHuJkmxk5JbbwonGaUMv86EA3vUJLYIxeHD-6wlumekTziMw>
- Larry believes that all the community colleges are being targeted by spammers.
- A&R staff reporting that they are going into the CCCApply admin page and reporting the spams.
- Discussion about removing the accounts of users with no activity for the past two years. TESS will provide each college with a list of the accounts to remove, and each college will process the list.
- Larry suggests that we can start immediately by processing part of the list once a week.
- Jason will talk more with Mike Tran and go from there.

IV. General questions about the new SIS

Sponsor: Julie Ulloa

- Julie wants to know if Degree Planner / Degree Audit functionality will be in the new SIS.
- Part of the RFP process is to ask the users what they want in the new system.
- When we all look into the new vendors, we will put user requests on to the "shopping list"
- We are not at the RFP phase yet.

V. CCCApply Application Imports for Summer & Fall Terms

Sponsor: Larry Aycock

- We want students who applied for either summer or fall term, would like to have that application to allow the student to register for either term.
- Existing problem: If a student applies for summer first, then apply for fall, it blocks the student from applying for summer. A&R staff must go in and manually change the academic program start date to fix this. CHC sees this problem very often.
- If students apply for fall then wants to take summer classes, they will have to apply for summer. Filing two applications will cause delay for students wanting to register for summer.
- If a student applies only for summer, it will allow them to register for fall, because the academic program is already active for summer.
- Larry summarizes the issue in detail - time code 01:53:08 from the recording - <https://cccconfer.zoom.us/recording/share/bb0DxaHuJkmxk5JbbwonGaUMv86EA3vUJLYIxeHD-6wlumekTziMw>
- Larry will submit tickets to have DCS look into this.

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VI. Ongoing Discussions

VII. Miscellaneous

1. Cloning TEST from PROD environment in May 2019

Sponsor: DyAnn Walter

- TEST was cloned from PROD on May 17th
- Any questions or concerns, please contact DyAnn. (ext. 4362)