District Applications WorkGroup (DAWG) |Meeting Notes

The May 22nd 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, *Kristin Garcia, Kristina Heilgeist, Larry Aycock, Veronica Lehman, *Soutsakhone Xayaphanthong
Valley	*Julie Ulloa, *Steven Silva, *Yancie Carter, *Christie Gabriel
Annex	Andy Chang, Brock Scudder, DyAnn Walter, *Michael Aquino, Joe Ho
District	

I.   Best Time for SSO Transition to new PortalGuard software

Sponsor: Jason Brady, Jeremy Sims

- Changing the software behind the Single Sign-On, we will require some downtime.
- Hoping to do this during Friday 3am-7am maintenance window.
- Jeremy's team would like to find out the best time to do this.
- Employees will need to be logging in using their full email address i.e. jbrady@sbccd.edu
- The SBCCD.EDU is the official domain name for all employees.
- Students will have to use their full student email i.e. j.brady4127@student.sbccd.edu
- Colleges will need to send out some communications to the students before this happens.
- Switch to PortalGuard on Friday, May 31st 2019

II.   Communication management system for College Promise

Sponsor: DAWG Team Discussion

- The team worked together for the rest of the meeting on ways to get Communications Management to work with the College Promise Program.
- For details, we highly recommend you watch the meeting recordings. Starting at recording Time Code: 00:08:21
- Recording URL: https://cccconfer.zoom.us/recording/share/6OZLuz-FHtPiTeBtx6SWme9m6Dddps6PYV8ipKMEzGawIumekTziMw
- Larry provided additional documentation from Ellucian, for the Communications Management training.
- Andy is exploring adding premium subscription to Ellucian, so we will have access to Ellucian training videos.
- The team mapped out some of the workflow and process. For more details please see the attached workflow PDF file.
- Added "PreFCPP" code to identify the FCPP student with an incomplete application.
- Larry provided an eight-character naming convention, previously used, for Communication Management (see workflow PDF) and Time Code: 00:44:27
- Some possible logic added to the workflow document
- We made good progress, will setup another two-hour workshop to continue discussion.

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

III.   Ongoing Discussions

IV.   Miscellaneous

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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)