

# District Applications WorkGroup (DAWG) | Meeting Notes

DATE *Wednesday, June 26, 2019*

The June 26<sup>th</sup> DAWG meeting was held in the TESS Training Room with the following discussions and individuals in attendance (\*=*via CCCConferZoom*)

## Attendance <sup>1</sup>

Crafton	Joe Cabrales, Larry Aycock, *Kristi Simonson, Elizabeth Lopez
Valley	*Steven Silva, *Kay Dee Yarbrough
Annex	Andy Chang, Brock Scudder, DyAnn Walter, Joe Ho, Jason Brady
District	

## I. Update on move to restrict emails for new students until they register

Sponsor: Jason Brady

- Restrict student email access via email routing, if the student has not registered for a class, they can only communicate with the college domain. No outside email access.
- Emails from Valley, Crafton, and District will go through.
- Someone posted a PDF online on how to get unlimited Google Drive access by putting a fraudulent application to Valley.
- The team talked about the criteria to allow the student email, domain access or full access.
- Faculties are required to drop students who do not show up on the first day.
- Will implement this as soon as possible.
- Student emails will be restricted to domain access only (not able to get external emails or send email to external addresses)
- After the checking program confirms that the student has registration activity, the account will be set to allow external access.

## II. Rule to prevent dual enrollment students from enrolling in PE courses

Sponsor: Larry Aycock

- Every year during the College audited, they need to provide a list of students who are dual enrollment and enrolled in PE courses.
- The policy for both Valley and Crafton is not allowing dual enrolled students to enroll in PE courses. This includes any course that has the TOP code of PE and any sub codes.
- Even though Valley has the same policy, they do make exceptions for Middle College students
- Larry was wondering if a registration rule could be created to prevent dual enrolled students from registering for PE. He is looking to brainstorm ideas on how to handle this.
- The primary TOP code for PE is 0835.00, sub code is 0835.70 for aquatic and life-saving... so maybe any TOP code starting with 0835 can be used in the rule.
- Both Colleges codes dual enrollment students under STAL as Special Admit. STAL and SPRO are how dual enrollments are verified.
- Larry will talk to April and submit a ticket for the new registration rule.

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

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## III. Ongoing Discussions

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## IV. Miscellaneous

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### 1. Question about the Technology Newsletter

- Joe had some questions regarding the digital signage
- Luke is looking into a free program to replace Spinetix
- Signage leads to a discussion about Building Numbers and Map.
- The changes in Crafton buildings names were not brought all the way through to Colleague.

### 2. Orientation Records uploads

- Sometimes when a student completes orientation, the process fails and Colleague records are not updated.
- Jason updated the program to retry 10 times and when it fails, he needs to send a notification email to someone, he would like to know who this email should go to at each College.