District Applications WorkGroup (DAWG) |Meeting Notes

The July 24th 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, Larry Aycock, Elizabeth Lopez, Kirsten Colvey, Kristina Heilgeist, *John Muskavitch
Valley	*Key Dee Yarbrough, *Steven Silva
Annex	Andy Chang, Brock Scudder, DyAnn Walter, Joe Ho, *Jason Brady, *Michael Aquino
District	Christopher Crew

I.   Variable Hour Non-Credit courses in Colleague

Sponsor: Elizabeth Lopez, Kristina Heilgeist

- Non-Credits courses are usually built with no variable hours.
- When approved, courses are designed to allow for the variable range. Contact hours are built at the top end, and then it allows the range of scheduling between 16 to 18 weeks.
- This was a in-depth discussion, for more details, plese refer to recording time stamp 11:23
  (https://cccconfer.zoom.us/recording/share/dPaWuXn34wr4alIWejSkOHNmlm5dP68698-zClPToHGwIumekTziMw)

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Jun 11 2019          San Bernardino Community College District            15:35
                         Contact Hours Exceptions (XCHE)           Page:   1

Parameters: CHC|2020SP||


                        Instr  Acct Section Section TermSec Course Course
Loca Ref# Section Name  Methd  Meth Contact Actual  Actual    MIN    MAX WK ERRORS
---- ---- ------------- ------ ---- ------- ------- ------- ------ ------ -- ------
CHC  1245 LRC-900-96    TUT    PA      0.00                    ***    *** 18 124
CHC  1691 READ/N-980-20 LEC    PA     62.70   62.70   62.70  16.00  18.00 18 14
CHC  1701 READ/N-980-30 LEC    PA     62.70   62.70   62.70  16.00  18.00 18 14
END REPORT
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- Kritina and Elizabeth will discuss this more with DyAnn.

II.   Transcript Printing – 8/18/2008 date check

Sponsor: Joe Ho, Kristina Heilgeist

- Larry confirmed that any CERT program with end date before 8/18/2008 should be printed on the transcript.
- There are no programming changes needed. Joe will close this ticket

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[1] Disclaimer: Some individuals joining the meeting via phone may not be in the Attendance List.
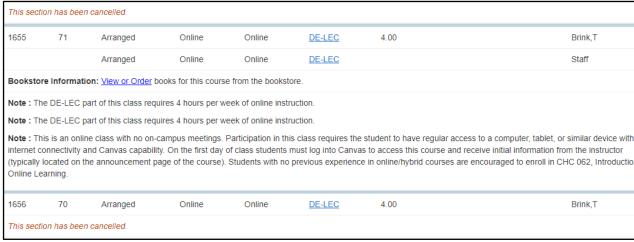
III.   Show the max PA hours on top of the PA roster

Sponsor: Larry Aycock

- There are certain courses like EMS where they have a range of hours. If student takes longer and hitting the max, we are loosing out on some PA funding.
- Keith is working with the departments show the roster will show the MAX numbers.
- We can only post the MAX hours of what is on the roster, so if that number does not match, that will become an audit exception.
- If MAX is 620, we want 620 to show, basically the max number of the range, not the lowest number in the range.
- Larry would alos like to update the wording or remove the "Check here if never missed" column in the PA Roster. When there is a check mark in this field, the max hour is assumed, but some faculty will check the box and put a number that is not max hour. This creates confusion and becomes an audit exception.
- To avoid the confusion. Larry want to just remove the column and require them to put in the number of hours the student attended.
- Steven from Valley thinks faculty may not like the idea to write out the hours, this is not a big issue at Valley. He suggest maybe just keep it this way until we switch to the online version.
- Larry thinks maybe the column verbage can be updated, to explain how the column should be use. Will talk to April and submit a ticket to make the changes.

IV.   Online schedule looks confusing

Sponsor: Elizabeth Lopez, Keith Wurtz

- The current CHC Eschedule looks confusing when a section that's been cancelled or replaced by another section, the old information is still there, surrounded by two big horizontal lines and the words "This section has been cancelled, it looks confusing.

This section has been cancelled.								
1655	71	Arranged	Online	Online	DE-LEC	4.00		Brink,T
		Arranged	Online	Online	DE-LEC			Staff

Bookstore Information: View or Order books for this course from the bookstore.

Note : The DE-LEC part of this class requires 4 hours per week of online instruction.

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Note : This is an online class with no on-campus meetings. Participation in this class requires the student to have regular access to a computer, tablet, or similar device with internet connectivity and Canvas capability. On the first day of class students must log into Canvas to access this course and receive initial information from the instructor (typically located on the announcement page of the course). Students with no previous experience in online/hybrid courses are encouraged to enroll in CHC 062, Introductio Online Learning.

1656	70	Arranged	Online	Online	DE-LEC	4.00		Brink,T

This section has been cancelled.

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- Jason and DyAnn mentioned that it is done in this way per the request of the previous VPI. The reason being that if a student previously registered for that section and when this section is replaced or cancelled, they will not be able to find the information on the eschedule, if this information is deleted.
- Jaso remember that the request was if the information was deleted, the student who registered for that will wonder where it went.
- Kirsten thinks it should be left the way it is right now. Councelors may need this information.

- Kristina suggested, maybe to delete it off the eschedule and look for these in a report.
- The group does agree on that currently the way a cancelled class is shown on the echedule can be confusing, Jason said that this can be update with a new design.
- Larry does not agree with "removing it because it looks weird". He thinks it should be left in.

V.   Invitation to Apply for the First-Ever Campus Consortium Technology Grants

Sponsor: Joe Cabrales

- Reviewed and looked at the application forms.
- Please see the recording for more details. (Time stamp 49:21)
  https://cccconfer.zoom.us/recording/share/dPaWuXn34wr4alIWejSkOHNmlm5dP68698-zClPToHGwIumekTziMw
- Discussion about the current Mobile App, pros and cons
- Current mobile app is made by Ellucian
- Talked about a chat bot or a real person chat support
- Joe Ho filled in answers from the group and emailed the form back to Joe Cabrales.

VI.   Setup Loan Program

Sponsor: Veronica Lehman

- Veronica had a meeting to discuss the current status of the loan program, people they may need to hire for different areas. Trying to answer "What would it be like if someone wants to do the loan today?"
- Discussed on what is needed in Colleague, patches, modules etc. We are not sure if the loan module is currently in the system.
- We should be offering this as of July 1st, 2019. But there is no setup, and no training.
- The point person is now Marco.
- For more details, please refer to recording.

VII.   Ongoing Discussions

1. SBCCD Promise Program Communication Management Workshop

- Develop workflow
- Configuration and setup of communication codes
- Provide email contents

VIII.   Miscellaneous

1.   Gainful Employment (Joe Cabrales, John Muskavitch)

- GE information on the SBVC website is out of compliance, they are giving SBVC the chance to straighten it out.
- No longer require to e-mail potential students, and no need to keep track of it, <u>for now.</u>

2.   Request for a college specific image folder (Larry Aycock)

- Look at student's form one, and make sure the residency is coded correctly, so they are charged correctly.
- Requesting a college specific, image folder, for Athletics, which may contain HIPAA information.
- Larry will submit a ticket to request this.