

From: Jones, Dianna <dijones@sbccd.cc.ca.us>
Sent: Wednesday, November 6, 2019 3:49 PM
To: Baber, Corrina E. <cbaber@sbccd.cc.ca.us>
Cc: Chang, Andrew <aachang@sbccd.edu>; Ho, Joe <jho@sbccd.cc.ca.us>; Aquino, Michael F <maquino@sbccd.cc.ca.us>
Subject: RE: Hobsons Degree Planner API data

Corrina, below is a synopsis:

- 1) If the Ed Plan is **not** in an approved status, the code of EPA is entered on CASM/CON and reported to MIS as an Abbreviated Ed Plan. Currently, only approved Ed Plans are reported as Comprehensive (EPC).
- 2) It depends on the type of contact being imported.
 - a. For **Credit** Initial Orientation **SS06** or **SS13** for **Non-CREDIT** students, if the new record to be imported is NOT a duplicate of the existing date/time contact, this contact record should be included in MIS data element SS11 (Student-credit-success-other-services), position 1 for Other Orientation Services [example: 1000], or SS20 (Student-noncredit-success-other-services) with a CONTACT code of OOR on CASM/CON.
 - b. For **Credit** Initial Assessment **SS07** or **SS14** for **Non-CREDIT** students, if the new record to be imported is NOT a duplicate of the existing date/time contact, this contact record should be included in MIS data element SS11 (Student-credit-success-other-services), position 2 for Other Assessment Services [example: 0100], or SS17 with a CONTACT code of OAS on CASM/CON.
 - c. For **Credit** Counseling/Advisement **SS08** or **SS18** for **Non-CREDIT** students, if the new record to be imported is NOT a duplicate of the existing date/time contact, it is up to the Counseling Department to decide whether or not the record will be imported to SS11, position 4 (Other Progress Follow-up Services 0001), or SS20 with a CONTACT code of OFS on CASM/CON.
 - d. For **Credit** Ed Plan **SS09** or **SS19** for **Non-CREDIT** students, if the new record to be imported is NOT a duplicate of an existing date/time contact, this contact record should be included in MIS data element SS11 (Student-credit-success-other-services), or SS20 (Student-noncredit-success-other-services) position 3 for Other Ed Plan Services [0010], with a CONTACT code of OEP on CASM/CON.
 - e. For **Credit** Academic Progress Probation Service **SS10**, if the new record to be imported is NOT a duplicate of an existing date/time contact, this contact record should be included in MIS data element SS11 (Student-credit-success-other-services), position 4 for Other Progress Follow-up Services [0001], with a CONTACT code of OFS on CASM/CON.
- 3) Whether or not to store the name of the Student's plan on CASM/CON is a Counseling Department decision.
- 4) Whether or not to ignore the 'deleted' plan is a Counseling Department decision.
- 5) More items to discuss? For MIS, we need to see some output from the file to review/validate the data and the format.

Dianna

From: Don Hudson <dHUDSON@NOVAinformationgroup.com>
Sent: Tuesday, October 29, 2019 10:27 AM
To: Colvey, Kirsten S. <kcolvey@sbccd.cc.ca.us>; Jones, Dianna <dijones@sbccd.cc.ca.us>; Baber, Corrina E. <cbaber@sbccd.cc.ca.us>
Cc: Aquino, Michael F <maquino@sbccd.cc.ca.us>; Walter, DyAnn <dwalter@sbccd.cc.ca.us>; Chang, Andrew <aachang@sbccd.edu>
Subject: Hobsons Degree Planner API data

All,
I have the APIs working manually at the moment to pull the data from Hobsons. I am needing a few questions answered to begin updating Colleague with this data from Hobsons.
For the MIS reporting, we talked in the summer about where those data sets needed to go in Colleague for Your MIS reporting.

The first Hobson file is their MIS Reporting CSV file. It was identified that this file should map to our CASM and CON screens. The primary piece of information returned in this file that isn't in the PLAN api is the Abbreviated/Comprehensive data. Below is the mapping I've identified so far.

Questions I have for the Hobsons Degree Plan MIS report CSV file:

- 1) In column J of the file there is the Plan Type which maps to Contact Types. I just want to verify if the record isn't in an approved status, there isn't an A (abbreviated) or C (comprehensive) which contact type should I use?
- 2) If there is already a record on CASM, how would you like me to handle attempting to sync these records up. Should I Create a new record or work to update the current record, but I'd only be able to match on Contract Types and Dates for the student.
- 3) In the incoming file we have the name of the Student's plan. Would we like to store that on CASM/CON?
- 4) Should I ignore the records noting the Plan is Deleted?
- 5) Looking at the incoming data, are there more items to be discussed?