Thursday, October 31st, 2013

The 10/31/2013 MIS Executive Committee meeting began at 8:30 am in the 8th Street Annex Conference Room with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:** *Kirsten Colvey, Joe Cabrales, Keith Wurtz, April Dale-Carter, Ben Gamboa, Larry Aycock,*

*\*Vicky Franco, \*James Smith, Joyce Bond, Cory Brady, and Dianna Jones*

**Absent:** *Corrina Baber, Marco Cota, Colleen Gamboa, Amalia Perez*

\*\* Working Session for Student Success Beta Testing Review and Setup \*\*

1. Discuss New Translation Tables and max code size

Keith requested to review the handout of the new translation tables. The committee discussed the validation code tables from which the new translation table codes are derived. For example, the values on the new translation tables must first be defined on the validation tables. It was noted that the max code size available for CAST.SS.ACTIVITY codes was increased to 3.

Kirsten provided the committee with a list of contact/activity/test codes that she has defined for the new translation tables. These codes will be entered in the test account for further setup and testing of Student Success.

There was some discussion regarding the fact that DSPS contacts are currently not being imported from SARS. These DSPS counseling contacts are entered in SARS, but not imported into Colleague because additional information is required for a DSPS contact, such as Type of Disability (Primary/Secondary) and the Disability (Mobility/Hearing, etc.).

There was a lengthy discussion on securing DSPS contacts on the CSSI screen. The committee was advised that Ellucian is currently working to resolve this issue. Some of the solutions being proposed as updates to be included in the next build of CSSI are:

• Cannot detail to CASM from CSSI – can detail to CON instead

• Staff cannot see contacts for which they do not have the ‘office code’ on SVM

• Can only see contact types that are found on CAST.SS.CONTACT

• Can only see non-course information with categories found in CAST.SS.TEST

1. Discuss Parameter setup for each College (SSPD)

Rules for Exemption – It was reiterated that the rules for exemption for each of the colleges would be as follows:

•Crafton - Associate Degree or Higher = **Exempt** from **Assessment** and **Ed Plan**

•Valley - Associate Degree or Higher = **Exempt** from **Orientation** and **Assessment**

Rules for Services Provided – Advised the committee that no rules are necessary to capture services provided because these services will be captured via specific contact codes defined on the CAST.SS.CONTACT table.

Comprehensive Ed Plan # of Terms – Both colleges will use ‘3’ as the # of Terms required to flag the Ed Plan as a Comprehensive Ed Plan.

1. Student Self-Service Course Planning Module

Cory advised the committee that he has been attempting to get quotes on how much the SS module would cost, but first we have to resolve the current Datatel contract which involves the company name change to Ellucian. Cory stated that there are several levels of Student Course Planning module packages available from which to choose:

***Level***

***1*** – Planning Audit – Review Degree Audit

***2*** – Planning Starter – Basic Installation (included review of degree audit)

***3*** – Planning Strategy – Review our entire process, perform transfer analysis, etc.

***4*** – Customization – Ellucian will customize the module based on SBCCD preferences.

The committee recommended getting a quote for each level of the product so that we can make an informed decision on which level of SS implementation to purchase.

1. Discuss Contact Codes and their translation to Colleague MIS codes
   1. SARS - Kirsten stated that she will review the SARS Reason Codes (including DSPS) to determine how these codes will be translated to Student Success MIS codes.
   2. Online Orientation (CHC/SBVC) – Cory advised that currently Crafton does not import contacts from their 3rd party online orientation system, but Valley does. However, both colleges calculate and update the MATI screen to an “A- Directed to Service”.

Joe Cabrales advised the committee that Valley is planning to move from Comevo to Cynosure for processing online orientation.

It was suggested that Michelle Crocfer be invited to the next MIS Executive Committee “working session” for a DSPS perspective as we continue review, setup, and testing of the Student Success module. Joe Cabrales stated that he would also extend the invitation to Michelle.

The meeting adjourned at 9:55am.

The next MIS Executive Committee meeting will be a *working session* for Student Success on Thursday, November 14th, 2013 at 8:30am in the 8th Street Annex Conference Room.