

Brady, Cory M.

From: Brady, Cory M.
Sent: Wednesday, September 04, 2013 1:56 PM
To: District Applications WorkGroup; DAWG.Faculty
Cc: DCS Admin Group
Subject: District Applications WorkGroup (DAWG): Agenda for 09/04/2013 (Business Session)

Team,

My apologies. This is a very late tentative agenda for today's DAWG meeting.

District Application Workgroup (DAWG) Purpose:

To provide a communication conduit and working environment to:

- Bring and discuss current issues related to district applications and college services. Including:
 - New and changing State and Federal Mandates
 - New and changing college/district policies and procedures
 - etc.
- To bring stakeholders together to complete tasks and resolve issues related to approved projects and operational tasks.

Regular Meeting Schedule:

- **Business Sessions** – 1st and 3rd Wednesday from 2:00 PM to 4:30 PM
- **Working Sessions** – 2nd and 4th Wednesday from 2:00 PM to 4:30 PM

IMPORTANT NOTE: This group has no function in prioritizing or accepting projects or programming requests. However, this group can be used to discuss and vet possible projects and programming requests.

Date	Start time	End time	Session Type
09/04/2013	2:00 PM	4:30 PM	Business Session
09/11/2013	2:00 PM	4:30 PM	Working Session
09/18/2013	2:00 PM	4:30 PM	Business Session

PARTICIPANT DETAILS

- > Dial your telephone conference line: **(888) 886-3951**
- > Cell phone users dial: **(913) 312-3202**
- > Enter your passcode: **202927**
- > Go to www.cccconfer.org
- > Click the Participant Log In button under the Meet & Confer logo
- > Locate your meeting and click Go
- > Fill out the form and enter the passcode: **202927**

Meeting Participants:

- District
 -
- SBVC
 -
- CHC
 -

Meeting Agenda (09/04/2013):

- **General Discussion**

1. **Follow-Up:** What was up with the outage on Monday, August 19, 2013

Sponsor: Joe Cabrales

Last Meeting Notes:

- Logs indicate that there was a hardware failure that caused the migration of virtual hosts to freeze.
- Since the SQL database was on the host with the failure, the main websites was down, and students had no path to get to WebAdvisor. After 7:00 AM, the maintenance page that was available included links to WebAdvsior, but the page wasn't phone friendly.

Last Meeting Action Item:

- (Jason) Update the maintenance page, to put the WebAdvisor links at the top.

2. **Follow-Up:** Helpdesk for student services offices

Sponsor: Joe Cabrales

Last Meeting Notes:

- Vendor's like Blackboard offer a helpdesk specific to Student Services. They would be able to answer the common questions requiring access to student data to answer. Offices such as Counseling, Financial Aid and Admissions/Records could utilize it.
- We have a meeting with Blackboard's Student Services division scheduled to get requested information.
- Currently it is not possible to do so because of Blackboard's legal agreement with the company they have partnered with to host chats. This is something Blackboard is looking to do in the future, however.

Last Meeting Action Items:

- More information is being collected before any official presentation will be brought forward.
- **Question:** Is the current helpdesk chat available for office staff to use in assisting students?

3. **Follow-Up:** Issue with assigned faculty not exporting to SARS.

Sponsor: Cory Brady

Last Meeting Notes:

- Issues are reporting problems with connectivity with CSB-SARS-AP. We are currently researching the cause of the connectivity issues.
- Issues with import records from 2013FA having null as start dates, 1/1/1900 for end date and is missing the faculty records for sections in the export from Colleague.

Last Meeting Action Items:

- The export for Colleague needs to be researched, as something has changed for 2013FA.
4. **Discussion:** Discuss and draft list of goals/objectives (projects) that the colleges are needing/looking to do over the next 1 to 5 years.
Sponsor: Cory Brady
Future Agenda: Next available Working Session

Last Meeting Notes:

- It is recommended that DAWG start to address bigger picture project discussions. Focusing on where the colleges like to go in the future.

Last Meeting Action Items:

- Schedule for a future topics and/or 'Working Session' for DAWG when topic discussions are low.

- **Admissions and Records**

- **Applications:**

1. **Follow-Up:** Students registered for some time, are now not showing on rosters.

Sponsor: Veada Benjamin

Last Meeting Notes:

- It appears that the student pointers for STUDENT.COURSE.SEC is bad for the reported student.

Last Meeting Action Item:

- DCS will research to see if this is a bigger problem.

2. **Discussion:** Waitlists Issues

Sponsor: Veada Benjamin, Joe Cabrales

Ticket #: 8146-58096

Last Meeting Notes:

- Students are requesting to see their cancelled waitlists so they can remember which classes they are to show up on the first day of classes. Suggested this be provided on the 'Manage My Waitlist' page in WebAdvisor.
- Deans are needing a way to get contact information for Waitlisted students so they call them about new sections that are being available.
- When a student registers or adds to the waitlist, a generic registration notice is sent to the student. Students that waitlist only, are confused as they think they own something and must contact Admissions to find out what it is.

Last Meeting Action Items:

- Deans will be asked to create a ticket to request access to the informer report that provides the problem.
- Ticket #8146-58096 has been created for the WebAdvisor changes.

3. **Follow Up on Reported Issue:** Students are reporting that they are not receiving the 'Admissions E-Mail' from Colleague when their application is imported.

Sponsor: April Dale-Carter

Ticket #:8146-52170

Last Meeting Notes:

- We have updated the SBVC CCCApply communication management documents, so responses will go to the admissions@valleycollege.edu and we have been collected the bounces for review.
- As of 8/21/2013, still being worked on.

Notes:

- As of 09/04/2013, Still being worked on.

○ **WebAdvisor:**

1. Follow Up: E-mail sent from WebAdvisor by Faculty

Sponsor: Cory Brady

Tickets: 8146-50155, 8146-48764, 8146-48755

Last Meeting Notes:

- Still working on it.
- XBSI, XRST are in testing.
- XDHL has been identified, but requires rework.
- EOPS custom screens are heavy in e-mail attachments.
- DSPS custom screens may have e-mail
- A request will be submitted to alter 'Faculty Roster' and 'Faculty Waitlist Roster'.
- As of 08/21/2013, Still being worked on.

Notes:

- As of 09/04/2013, Still being worked on.

2. Discussion: Review and define "Change Grade Submission Form" process for project request.

Sponsor: Cory Brady, Larry Aycock, April Dale-Carter

Future Agenda Item: 01/01/2014

3. Discussion: Can we add an option to search for online courses on the "Search and Register for Classes" page of WebAdvisor?

Sponsor: Steven Silva

Ticket #: 8146-53512

Last Meeting Notes:

- Students are requesting the ability to search for just Online Course in WebAdvisor.
- **DAWG** would like this feature, but the amount of work may not allow it.
- **Solution:** Update and reassign ticket to use Instruction Method of DE7... for an added search for 'Hybrid/Online' courses.
 - Include "Open Classes Only" search criteria.
- As of 06/12/2013 - Ticket was re-opened and assigned to be researched.
- **Needed by Nov 2013 (Spring Registration)**
- As of 08/21/2013, Still being worked on.

Last Meeting Action Items:

- Ticket will be assigned a resource to be completed.

Notes:

- As of 09/04/2013, Still being worked on.

○ **Admissions:**

1. **Follow-Up:** Changes to correct when a student becomes inactive, and additional registration rules

Sponsor: Larry Aycock

Ticket#: 8146-51446

Last Meeting Notes:

- Has been assigned to be worked on, estimated to be completed by August 1st.
- As of 08/21/2013, Still being worked on.

Notes:

- As of 09/04/2013, Still being worked on.

2. **Follow Up:** Same-Day @ SBVC: "Check Off Screen"

Sponsor: Larry Aycock

Last Meeting Notes:

- Updates have been completed, and has been provided for users to test before loading into R18Live.
- Floyd and Larry have tested it and appears to be working on all browsers (IE, Firefox, Chrome, etc).

Last Meeting Action Items:

- Approved to add code to R18Live version of WebAdvisor.

Notes: Has now been moved to Live.

○ **Registration**

1. **Follow Up:** XOBN – Latest Update

Sponsor: Cory Brady

Notes:

- Updates for Co-Requisite checking for dropped sections, has been moved to live.
- As of 09/04/2013, automation of XOBN still being worked on.

2. **Follow Up:** Misc. Student & Faculty Notices (Add/Drop, Financial Transactions, etc.) – Not working.

Sponsor: Cory Brady

Last Meeting Notes:

- Still working on it, but it appears to be partially working for 2013SM.
- **Questions:** For the AR Invoices notices, will it pick up changes in past terms?
- As of 08/21/2013, still being worked on.

Notes:

- As of 09/04/2013, still being worked on.

3. **Discussion:** Implementation of State Mandated 'Enrollment Priorities' by Fall 2014.

Sponsor: Larry Aycock, Marco Cota

Action Item: Have this as a standing topic for DAWG.

Last Meeting Notes:

- **Next Discussion Item:** How Orientation entry is done in Colleague (MATI)?

- **Next Meetings:**

1. **Next "Working Session" Scheduled for** Wednesday, September 11, 2013 **from** 2:00 PM **to** 4:30 PM
2. **Next "Business Session" Scheduled for** Wednesday, September 18, 2013 **from** 2:00 PM **to** 4:30 PM

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"Time is the predator and we are the prey."

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