

A&R Directors Meeting Summary

February 24, 2014

Attendees:

Daniel D Abbott	X	Catherine Fites		Sonia Herz	X
Stephanie Alves	X	Susie Hansen	X	Trinidad Ledesma	X
Robin Armour	X	Beth Hauscarriague	X	Mojdeh Mehdizadeh	X
Kim Christiana	X				

Guests:

Arzu Smith		
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TOPIC	ACTION TAKEN	RESPONSIBLE PARTY	TIME LINE
Approve 1/28/14 meeting notes	Defer until Catherine is present.	All	3/24/14
Changes to agenda	Add: <ul style="list-style-type: none"> ◆ Non-resident tuition—Stephanie ◆ Emails students receive—Beth 	N/A	N/A
PET Update	<ul style="list-style-type: none"> ◆ Sonia reported that PET met on February 12. The district-wide eTran meeting is scheduled on February 26 from 1-3. Sonia reported that they had a problem with UC Davis with the online transcript requests. It wouldn't populate UC Davis but would automatically populate the student name in the field and the college address so it looked like the student worked at the college. Now that is fixed. Another problem where the address did not update from the online request. The student enters their address and the transcript is printing the Colleague address. They sent a help ticket on this. ◆ They went over the online grad app. Susie did a presentation. They worked over the verbiage. They would like to go over it before going back to the group. March 5 they will have testing at DVC. They went over the list of what has been requested. Daniel will be inputting the verbiage PET provides for the intro page, confirmation page and acknowledgement email. They are on schedule for April 15th. ◆ For the web address changes, all 3 campuses are up to date. ◆ The next meeting is scheduled for March 12. 	Sonia	3/24/14
DA Workgroup/Student Ed Plan Update	<ul style="list-style-type: none"> ◆ Beth reported that Ellucian has done quite a bit on the student ed plan. The last beta has been installed. The new advisor functionality has been installed. ◆ Ellucian demonstrated an unofficial transcript at a recent BETA meeting, planned for a future release. ◆ We are moving forward with our go live date of March 24. ◆ Daniel and his team have been testing a utility to copy individual Ed Plans from the old eAdvising into Student Planning. The idea is that a student might look in Student Planning and expect to see the terms that they had planned when they previously met with a counselor. If they contact 	Beth, Daniel	3/24/14

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	<p>Counseling to ask about this or make another appointment, the tool would be available so the counselor could easily copy their work from eAdvising into Student Planning. They could then review the new Ed Plan with the student, and plan additional terms. Daniel thought this would be appealing to CCC, and he assumed students come back to counseling for additional planning but learned later that they often only see a counselor once. He and Beth met with Robert Webster to demo the tool and discuss it with him. Bob appreciated it and asked if it could be used to copy everything over from eAdvising after a specified date. Daniel said that this wasn't a good idea because of unfamiliarity with the data and MIS considerations, but agreed to upgrade the utility so that multiple students could be processed at the same time rather than individual students one at a time.</p> <ul style="list-style-type: none"> ◆ On March 11, we are going to have a train the trainer meeting from 2-4 at DVC. ◆ Beth said she still have to send a bullet list to the implementation team. Talked about the student changing their major through the ed plan. However with the graduation application students can add a potential major through that process. ◆ Talked about using the sample plan through curriculum tracks. Beth has played with curriculum tracks. Curriculum tracks don't require to attach to academic programs. The idea of transfer to UC Davis in Engineering. Can you build a curriculum track and attach to the same program. Beth also played with "fastest path". ◆ At DVC they are having a Nuts & Bolts meeting with Student Services. They are going through enrollment priorities and the student ed plan. ◆ Beth asked where everyone is on degree audit. Trinidad did the majority of the AAs and certificates. He still has to build the CSU. Beth asked if he will be current by March 24. Trinidad said he probably would. Daniel asked if changes had been made to programs. Then those changes also need to be made in CCCApply. Trinidad will look at this. Trinidad said Catherine will make the changes and make sure it matches. DVC's degree audit is good. LMC is up to date, working on rules for CSU/IGETC. ◆ Kim talked about the print text, what the student sees in the student ed plan, we are keeping in the comments field. Derek is transferring the comments to the print text. Corequisites are also listed. Kim will be paying close attention to the sections with really long print text. ◆ For the marketing, we are going to put it on the 		

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	<p>portal, email and social media. Sneak preview on March 3. Waiting for version 2.3. We need to talk with the marketing people. The goal was to have everything up on March 3. Slogan: <i>Create your roadmap. Plan for your degree/certificate.</i></p> <ul style="list-style-type: none"> ◆ We need to change the welcome letter, need to do this ASAP. Talked about sent emails and which one to put the ed plan message in. We have to give them the information on orientation. Have orientation and assessment in a separate message. Currently a separate message goes to CCC. Now a separate message will go to each college. ◆ Beth asked if we know if all students get the same 3 emails. We need to revisit the emails and tailor the emails sent to returning students. 		
Enrollment priorities update	<ul style="list-style-type: none"> ◆ We are sending the letter to 100+ students that they have lost their priority. Another letter to students 75+ who may lose their priority. ◆ Talked about appeals, looked at form. FOR the 100+ we need to monitor. We need to automate for probation. We need to look at the screen Derek is building. ◆ We have to change the structure of the website to include fall. ◆ When the screen is released there will be dummy scores. We enter in Colleague the information the way we normally do, then we view on the new screen. Beth said she talked about this in matriculation meeting last week. They discussed what coursework you take to meet assessment. Any college English course will check off assessment for English. For math if they take intermediate algebra or higher, this will check off assessment for math. This is for DVC. 	All	3/24/14
Electronic transcripts update	<ul style="list-style-type: none"> ◆ Daniel said we have the meeting scheduled on Wednesday. Some have received the email from XAP about the update on March 24. They are expanding to send transcripts outside of California. Daniel explained the Speede system and how this would work. However, he feels our eTran processors are not ready for this additional step. The key is set to eTran, then we can send eTran. Discussed the issues LMC had with confusion of eTran. Stephanie will be running the meeting and Connie will be presenting. Will go over the process and status and then give a list of questions. We will go from there. ◆ Derek still has something to do manually to actually send the transcripts. XAP is only doing about 2/3 of what they promised to do. 	Daniel, Stephanie	3/24/14
Residency codes 9X vs 6X	Daniel is working on this. When Daniel and Robin originally talked, we thought that non-U.S. citizens should be coded as a 9X but then Mojdeh stated at a	N/A	N/A

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	previous meeting that only F1 students should be coded as 9X. So the translation should be F1 students to 9X, everyone else 6X.		
Updating records for high school grads	<ul style="list-style-type: none"> ◆ The idea of CONHS applies and gives a future grad date. DVC has been putting this in manually. There may be problems with MIS in doing this. Kim thought the problem was when the date is in the future, but didn't have specific examples. Stephanie asked how long in advance for the application. When there is a 3 on RGPE, that does not mean the 3 is not there somewhere. If the student applies now and graduates in June the HSGRD date is noted in June. If the student applies now and graduates next June, it won't do that. The student type is CONHS with a start date of today and a HSGRD with the date in June. Sonia asked what the student's status is when they register for classes. Beth said if the student submits a new application will have to take this into account. Daniel said one of the points of doing this is so that the students don't have to apply for both summer and then again for spring to attend the COUNS course. Beth said this will be confusing for students. ◆ Beth asked what problem are we trying to solve? ◆ We haven't been able to reach consensus so this has been confusing. What Beth has said is the student fills out a spring application then turns around and fills out a fall application. We have had some problems with this. Daniel said we can put a future high school graduation date and they don't have to fill out a new application. However this will only work for the spring/summer-fall students. If students were already CONHS students in previous terms, we can't fix those automatically. They will need to fill out a new application. How are we going to tell one group who is registered for spring that they do have to do a new application and another group that they do not? This will be more confusing. Much simpler for all students to fill out a new application for summer/fall. ◆ Again Beth asked what is the problem we are trying to solve by them not having to fill out a new application. What are we trying to automate? ◆ Daniel asked if these counseling classes can be associated with summer. No because this has to do with faculty load. ◆ Whatever we do it does not discount that we still need the special admit form while the student is in high school. 	All	3/24/14
IT Projects listing	<ul style="list-style-type: none"> ◆ Daniel addressed Catherine's items she expressed via email. 1) In the WebAdvisor Search for Sections listing, when there are multiple listings for a class that include lecture and lab, can the times 	N/A	N/A

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	<p>all be placed together with the room information on the bottom showing just one time? Catherine's email stated that students get confused and don't think they need to attend the second lecture. She gave an example. Daniel responded: The way WebAdvisor is showing data is the way it is entered into Colleague. This is by design by a previous group. If we change this, it would need to go through all 3 colleges. However, WebAdvisor is old technology that is going away, and we would prefer to direct resources toward the Ed Plan, which is new technology. Students won't use WebAdvisor to register in the future. Robin asked if it would be the schedulers to make these changes? There is not enough information on the revision request. When Temille sent it, she used a different browser which made it look different. Agreed we are not going to work on WebAdvisor changes.</p> <ul style="list-style-type: none"> ♦ 2) Can the search feature just bring up the subject codes for the college selected? Alternatively, why do you have to select a college? This is very confusing to students. Daniel responded: WebAdvisor doesn't address this. But the ed plan does. Beth said we need everyone to embrace the ed plan. ♦ 3) This is a reminder, new students who apply for the prior semester just to take an ed planning course should not be required to submit an application for the following term (summer and fall if they enroll in a spring ed planning class). Daniel responded, we already talked about this one. ♦ Student tracker request, we need to build student tracker. This is more in depth than what we originally thought. 		
RGPE and grad type	This has been done!	N/A	N/A
Important dates	We need to continue this discussion.	Daniel	3/24/14
Spring meeting with FA Directors March 24—agenda items?	Our spring meeting with the Financial Aid Directors is March 24. They want to meet with us from 1:30-2:30. We need agenda items.	Robin	3/24/14
Prior year residency reclassification—do/don't/rebilling	<ul style="list-style-type: none"> ♦ Beth wanted to confirm my understanding of our previous agreement for prior year residency reclassification. When do we reclass a prior year residency. We agreed at a previous meeting that we would go back to a previous year only when it is our mistake. We need to log in when the student comes in when the forms are not complete so that we know the student started the process. We all agreed to this district-wide, only reclassifying previous academic year only if it's an error on our part. If multiple colleges are involved with a potential error/reclassification, we all need to talk before reclassification or adjustment is made to the 	N/A	N/A

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	<p>student record.</p> <ul style="list-style-type: none"> ◆ Arzu came by to discuss this issue. For residency reclassification we need to rebill. Discussed again about our agreement not to change previous year's residency unless it is our error, at which time we rebill. Also if we are making corrections in CONHS we need to rebill. Only uncollectable should go through bad debt or MCRG used. She sent out a matrix awhile back to use as a quick reference. ◆ Arzu continued that around September of each year they get new guidance on the BOG fee waivers. The Chancellor's Office does not allow retroactive rebilling for fee waivers. We should never award the BOG fee waiver after the end of the academic year. But if it is on the AIDE screen on the previous year and we didn't rebill during the year, go ahead and rebill, if it's our error. If it was 2 years ago call Betsy or Arzu. ◆ For AB540, we must adjust the fees if the student could qualify for AB540 during the time they attended. Arzu wants us to rebill these fees. ◆ If a student is deceased and has not paid for the semester, we need to MCRG the fees. 		
Grading option for non-credit classes	Robin asked about having a different grading option for non-credit classes. LMC has Supervised Tutoring non-credit classes and students were able to drop with a W. These courses shouldn't have the same grading option as credit classes. All said that it is in our course set-up. CCC has lots of non-credit classes and they don't have this problem.	N/A	N/A
Transcript paper	Robin asked if anyone else needs a transcript paper order. All could use transcript paper in the same amounts as last time. Robin will get a quote.	Robin	3/24/14
Non-resident Tuition	Stephanie wanted to let everyone know that non-resident tuition is going up to \$208 for Summer 2014.	N/A	N/A
Emails Students Receive	Beth wanted to talk about the emails that go to new or returning students upon application. If all students receive the same emails, we may need to revisit this. Based on phone calls received during registration returning students are very confused. We should send separate emails based on the student status when they apply.	All	3/24/14
Next Meeting	March 24, 1-4 6 th floor conference room	N/A	N/A