Curriculum/Student Team Agenda

**January, 2011 2:00 PM to 4:00 PM**

**Mission College Campus Center Room 217**

1. **Meetings**

Second working Thursdayof the month from 2 to 4 pm.

Location of Meetings:

MC for Jan, Mar, May, July, Sept, Nov,

WV for Feb, April, June, Aug, Oct, Dec.

1. **Purpose and desired outcomes of meetings:** To guide and coordinate maintenance and development activities associated with the Curriculum and Student components for the integrated Datatel System. (from the “Committee List & Members” compiled by the District Academic Senate November 2007)
2. **Exceptions to the Friday am Datatel downtime**

* Finance: Try to keep up all of July – Year-end close work.
* A&R: Week before term starts and two weeks after.
* Curr: Weeks before new schedule is set.
* A&R: Last day to drop (will try: mm/dd/yy)
* A&R: WebAdvisor up during Xmas break for Winter session
* Note: Datatel is up at 8:30 am on Saturdays and Sundays.

1. **New and Current Business**

New Web UI Interface being released by Datatel (PC and Apple)

Update on Datatel Portal

E-Commerce status – Major Datatel compliance update

D-Reg – College teams

Student Refunds – Change from checks to Debit Card Option (HigherOne)

1. **Action Items from Previous Meetings**

1. **A & R**

* DREG – Create a sub-group of staff who will investigate DREG, the pros and cons and submits their findings to the CST Group.
* High School students who take more than 11 units should be charged enrollment fees. A fix for this has been put into LIVE. Users receive an error message telling them that they need to fill out a petition if they attempt to go over 11 units.
* Determine if the NAE screen can be customized to have specific fields required.
* Determine if student refunds can be done using debit cards instead of checks.
* Classes that meet less than 5 meetings are considered positive attendance.
* Pri-Reg/CoHorts:The plan is to place an end date on all cohort group records and have the individual departments delete the end date from any student who are still in the cohort. Some cohort groups will be exempt from this process.
* AB540 students. A student can be classified as an AB540 student if they are an undocumented alien or if they attended at least 3 year of High School at a California school. These students are identified by the CoHorts M540 and W540. Financial Aid now excludes these students from receiving a BOG waiver.
* The District repeat policy addressed these issues:
* Discussed the problem of illegal repeats. This is where the student can register for a class for a new TERM when they are already taking the same class for the current TERM.
* Discussion of the problem of students registering for a class that they have an incomplete grade in.
* Discussion to TITLE V repeat issue. A student can only repeat a class 3 times.
* **(Keep)** Discuss a new Priority Registration process for the Nov 2009 cycle with WA showing priority date?
* **(Review after priority registration)** (**Keep**) **Priority registration** process in Nov/April.
* 3rd week of previous month (Oct/March) **Special groups** enter students in Datatel through the last day of this month.
* 1st week of (Nov/April), students’ **priority is set in SREP**, WA
* 1st End of first week of (Nov/April), **email starts**.
* **Priority registration** is the last full week of (Nov/April). 2 days for Fed and State mandated, 1 day for college mandated, 5/7 days for continuing, with new students starting the next day.
* Historical data:
* In April 2007, continuing students had 7 working days
* In November 2007, continuing students had 7 working days.
* **In April 2008, we want to shorten the continuing days to 5.**
* Date Fed and state mandated start (Nov/April): **Nov 17,08/**April 16, 08; April 23, 07/Nov 19, 07
* Date College mandated start (Nov/April): **Nov 19,08/**April 18, 08; April25, 07/Nov 21, 07
* Date Continuing students date range (Nov/April): **Nov 20-26,08/**April 21 – 25, 08; April 26 – May 4,07/ Nov 26 – Dec 4
* Date New students start (Nov/April): **Dec 1,08/**April 28, 08; May 7, 07/Dec 5
* **(Keep) Independent Daily Classes and Census dates** (10/2007)

For Distance learning, Online and TV classes, count each day from the start to end of the course excluding only holidays. (Yes, count weekends.) 10% is refund, 20% is Census, 30% is W drop grade required, 75% is last day to drop with a W.

* **(Keep) CCCApply application dates** for different semesters. Opportunity for more students to register for short-term classes.

(Changed SuFA to 4/1 on 10/10/08)

Su Fa now 4/1 suggested 4/15 agreed on 4/1

#### Wi Sp now 10/1 suggested 11/1 agreed on 10/15 later?

* **(Keep)** Excessive repeats STAC STNC (Paula and Arlene) (Ginny)
* **(Keep)** No SSN in Datatel. Can use Alt ID on DADD. **;aid xxxx**
* (**Keep**) Shared processes:
* Term: Debt removal of Holds (PERC) paid off by Web:
* Each location using reports to remove PREC
* Year 1098T:
* WV-A&R supports tax yr 2005 (in 2006)
* MC-A&R supports tax yr 2006 (in 2007)
* WV-A&R supports tax yr 2007 (in 2008)
* 320: PO for CD to store data, about $400.
* Even year is WV (2004)
* Odd year is MC (2005)
* **(Keep)**  Before email or mail is sent from CST covered areas, send a sample for the following people to proof read: Barbara Ogilvie, Ginny Aragon, Paulette Lino, Dan Sanidad, Rita Grogan, Maritza Cantarero, Linda Gibson.
* **(Keep)** Bounced email: After the end of the semester, send an email to the bounced emails. The ones that still bounce, send a US mail notification of that deletion, a post card will do, and then delete the bounced bounced-emails.
* **(Keep)** CST new Academic Year in Datatel on February.
* **(Keep)** On NAE, **do not put US** in Country field. This field is not for the host country.
* **(Keep)** WebAdvisor: User Account section – What’s my password – Reset my password. Needs email address. Put in student’s email address using address type of INT.
* **(Keep)** **Use Datatel ID not SSN when referring to a student or employee.**
* (**Keep**) New **UG** students’ date for Sum & Fall is 05/01/YY, Winter & Spring is 11/01/YY-1.
* (**keep**) New **CES** students’ date for Sum & Fall is 04/30/YY, Spring is 10/31/YY-1.
* **(Keep) 320 FTES reports**

Positive attendance reports

Residency reports

Back date enrollments to the first day of the course

1. **Community Education**

* Report Instant Enrollment. The MyWebServices instant application does not have some of the fields that are required by the state. We need to determine what these fields are and work with Datatel to add theses required fields to the Web screen.
* Reported that they would like assistance from Finance on how to handle cash exchanges. Right now they do not have any way to make change when student try to enroll in their fee based classes. Email sent to Linda Francis and Susan Hutton. Susan will follow-up with Linda on this.
* To Open a class to Open Enrollment, the class has to be added to a Query.
* (**keep**) New **CES** students’ date for Sum & Fall is 04/30/YY, Spring is 10/31/YY-
* **(Keep) 320 FTES reports**

No clean up at 1st Census

Positive attendance reports

Residency reports

1. **Counseling & Matriculation**

* Online Student Ed plan – new Datatel WA E-Advising module

We need to create a sub-group and learn how to use the Ed plan. Suggested names were Thelma Rodriguez, Linda Gibson, Bob Miller, Yolanda Coleman. Bev Harp would like a 3cdug user message sent out asking for colleges that use Datatels Ed Plan. She would also like to know if IS can produce a list of screens shots of the Ed Plan Web Process? Meeting with Thelma on this issue.

* The system and flow when a student stated they are **undecided for goal or major** (Linda G) When we go to one application, can we have an undecided for a goal?
* Dismissal letters for dismissed students who are passed the last term. (Linda and Dan)
* **Early Progress Alert**
* Days for entering data. Start on Monday & end on Monday.
* **2008FA: up Monday AM 9/29 & down Monday 10/6 (really Tuesday AM 10/7) (TRR HCS),**

**Wednesday 10/1 report who have done EPA for Dan & Linda (TRR),**

**Tuesday 10/7 start special students reports for Dan & Linda (MEM),**

**Email only - start on 10/13 (MEM)**

* 2008SP: up Monday AM 2/25, down Tuesday AM 3/4, emails start 3/4
* 2007FA: up Monday AM 9/24, down Tuesday AM 10/02
* Leave EPA on faculty screen and control when to use. Put in the dates it is open for use. Leave these dates until next term when the new dates are entered.
* (**Keep**) Shared processes:
* Term: Prob, Dis, Hon letters:
* Fall is MC – Assessment & Counseling;
* Sp is WV – Matriculation.
* Sevis update. SEVIS Starts back when team has time**.**
* SARS and Matriculation.
* (**Keep**) Academic Standing for Fall and Spring:
* After grades are in send letters
* Place PERC on dismissed students

**Student notification and Communications (from Bev Harp)**

### Spring semester

* **January**

**Matriculation:** (Academic Standing)

Mission College = after Fall grades are posted (January)

West Valley College = after Spring grades are posted (June)

As soon as grades are available: (usually the second week in January.)

Emails are run first and students who do not have a current email address are mailed letters for the following:

Dismissal and Honors email or letters are processed and mailed.   
Since these letters go out about the same time as Financial Aid disqualification letters, it has been decided that “Probation emails and letters” should be processed one week after Dismissal and Honors.

**One week after** Dismissal and Honors letters:

**“Probation email or letters”** are processed and mailed.

**(5/9/08 Don’t place holds until group agrees.)**

* Dismissal Holds are placed on student record by “IS” after students have been notified. 1/10/08 place hold 6 weeks after end of term.

**Financial Aid: (SAP)**

Financial Aid sends out probation and disqualification letters as soon as grades are posted.

* **February**
* **March**

**Matriculation:** (**Early Progress Alert)**

On the 5th week of each semester, instructors enter Alert grades.

On the 6th week of each semester, email or letter notifies students if they are having a problem in a class. The instructor enters this information into Datatel.

Follow up @ West Valley College: Carol Pavan, Counselor

Follow up @ Mission College: Elise Johnson, Counselor

* **April**
* **May**
* **June**

**Matriculation:** (**Academic Standing)**

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As soon as grades are available: usually the first week in June.

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**Financial Aid: (SAP)**

Financial Aid sends out probation and disqualification letters as soon as grades are posted.

### Fall semester

* **July**
* **August**

**Financial Aid: (SAP)**

Financial Aid sends out probation and disqualification letters as soon as grades are posted.

* **September**

**Matriculation:** (**Early Progress Alert)**

On the 5th week of each semester, instructors enter Alert

grades.

On the 6th week of each semester, email or letter notifies students if they are having a problem in a class. The instructor enters this information into Datatel.

Follow up @ West Valley College: Carol Pavan, Counselor

Follow up @ Mission College: Elise Johnson, Counselor

* **October**
* **November**
* **December**

1. **Curriculum**

* Thuy and Aileen take turns running the cancel section email.
* MIS: Run the mvQuery edit reports.
* **(Keep)** Any corrections to sections, after the term ends, need to be reported to Linh if student’s data is involved.
* Angel and grades
* **Update:** Class Track - CLARUS, enrollment management for administrators.
* **Update:** Angel, course management for faculty.
* **Update:** CurricUnet – Governet, curriculum management.
* Data correction: Schedule has speeded up, MIS, Angel, Class Track all need correct data. Example, replace STAFF as soon as person is assigned.
* TOPS-6 edition is done for summer 05. We are working on History.
* **(Keep)** Faculty (no STAFF) attendance-type needs to be correct before registration.
* **(Keep)** SB 1415 Common Course Numbering mandated for CCC & CSU by June 1, 2006
* **(Keep)** SOFF every method of instruction must have an entry in the Schedule-Print area, and also FASC in order for all contact hours to be properly reported for MIS. Example if there are 3 methods of instruction, we need 3 corresponding schedule-print entries, and 3 corresponding faculty assignments on FASC.

1. **Finance**

* How does a High School student become a regular continuing student? The High School students must go to A&R to register so any change to the student’s High School status would be done in the A&R offices.
* Revisiting the **'sending to Collections'** cycle. Sending a ‘catch up” billing letter to students from spring who owe money.
* **New Archiving of AR.**
* (2/14/07 meeting agreed to $50) Need to change money hold to $50 or greater. Send to Collection for 2006su and FA mid December, Collections again in mid January for 2007 spring (Pat M.)
* **(Keep) Student Collection Information** 4/20/07

All students sent to collections **prior to** 2007 should be referred to:

ERS 800-377-1904

All students sent to collections **in** 2007 should be referred to:

RC Services 800-400-3047; www.rcservices.com

* **New e-Commerce 3.7**
* Get new options, investigate after R18:
* Multiple e-Commerce transaction types – Credit Cards, Electronic checks, Telephone
* Multiple e-Commerce providers – UG and CE
* Multiple Merchant Accounts,
* Convenience Fees,
* Payment Card Industry (PCI) Security Standards Compliance: Buyer Authentication – Card Security Code (CSC) and/or Address Verification Service (AVS)

**Schedule for Billing Students** (Make sure A&R and Fin Aid see each mailing.)

### Spring semester

* **Jan:** 1st wk: **email** winter & spring students, info: owe money, any holds, remind to print schedule from WebAdvisor, **Drop class if not attending.**
* Jan: 4th wk: **email** spring students, info: owe money, any holds, remind to print schedule from WebAdvisor, **Drop class if not attending.**
* Jan: end of month: Refund Fall and Winter
* **Feb:** 1st wk: **email and mail** spring students a **bill** if Balance>$0, **Drop class if not attending.**
* Feb: 2nd wk: **email** spring students a **bill** if Balance>$0, **Drop class if not attending.**
* Feb: Monday of the 3rd week (census week)
* Feb: end of month **refund spring & winter**
* **Mar:** **open GL Accounts** before for Fall and Summer registration
* Mar: 1st wk email early alert letters (informational) (Mon 3/5/07)
* Mar: 2nd wk: **email and mail** spring students a **bill** if Balance>$0, **Drop class if not attending.** If not paid, get hold end of mo
* Mar: end of month **place a hold** if bal > $50 (2/2/08 CST changed from$100)
* Mar: end of month **refund spring**
* **Apr**: 2nd week **email and mail** **Priority reg**.: with owed and hold info
* Apr: set Web to register for **Fall and** **Summer terms**
* Apr: set Web My-Schedule to **Fall and** **Summer terms**
* Apr: 3rd week Fall and Summer **registration starts**
* Apr: end of month **refund spring**
* **May:** 1st wk before new student reg, send not registered students a reminder to register. Have SREP but not enrollments.
* May: 3rd wk **email** **summer:** owe, remind to print Summer sched from WebAdvisor. **Drop class if not attending.**
* May: mid start **query** for people to send to Collection (AGBL)
* May: end of month **refund** **all terms**
* **June** 1st wk ?? email spring who owe, drop from class-?????
* June **(May 31):** 1st session **email** **summer:** owe, remind to print Summer sched from WebAdvisor. **Drop class if not attending.**
* June: 2nd session **email** **summer:** owe, remind to print Summer sched from WebAdvisor. **Drop class if not attending.**
* June: 3rd session **email** **summer:** owe, remind to print Summer sched from WebAdvisor. **Drop class if not attending.**
* **June**: end of month: Refund Spring and Summer
* June **(OCT?):** process students to Collection (finance places hold and collection notation)

### Fall semester

* **July:** After last session starts, **email** **summer:** owe, **Drop class if not attending.**
* July: end of month: Refund Spring and Summer
* **Aug:** 3rd wk: **email** fall students, info: owe money, any holds, remind to print schedule from WebAdvisor, **Drop class if not attending.**
* Aug: end of month **refund summer**
* **Aug:** sent **email & mail** Collection notice to pay by ??date?? – Owe 1 year back.
* **Sept:** 1st or 2nd wk: **email and mail** fall students a **bill** if Balance>$0, **Drop class if not attending.**
* Sept: 3rd wk in Sept is the 4th census week
* Sept: end of month **refund** for **summer & fall**
* **Oct:** 1st week email early alert letters (informational)
* Oct: 2nd wk: **email and mail** spring students a **bill** if Balance>$0, **Drop class if not attending.** If not paid, get hold end of mo
* Oct: end of month **refund all terms**
* Oct: end of month **place a hold** on current students if bal > $50 (2/2/08 CST changed from$100)
* Oct: place Collection hold – Owe 1 year back.
* **Nov**: 1st email **and mail** **wk Priority reg.:** with owed and hold info
* Nov: set Web to register for **Spring and Winter terms**
* Nov: set Web My-Schedule to **Spring and Winter terms**
* Nov: 3rd wk Spring and Winter **registration starts**
* Nov: end of month **refund fall**
* **Dec**: no refund done
* Dec: 1st wk before new student reg, send not registered students a reminder to register. Have SREP but not enrollments.
* Dec: 3rd wk **email** **winter:** owe, remind to print winter sched from WebAdvisor. **Drop class if not attending.**
* **Dec**: 2nd wk: Refund Fall
* **Collection** send one semester behind
* Send one last reminder before going to collections
* **Fall** people who owe - send in June
* Refunds, process both colleges together, no checking by college needed.
* Run at end at month: Feb, Mar, Apr, May, Aug, Sept, Oct, and Nov
* Do not run: June, July, Dec, and Jan

1. **Financial Aid**

* There is a new VA program that will help VA students pay for college. Because of this, we will need to look at Datatel’s Sponsored Billing module.
* **Remedial** high school work **vs.** **Basic skills** pre-high school work
* CALGRANT Sept 2nd and March 2nd. After grades are done and the CALGRANT changes for the reporting period are received and fixed, send as soon as possible before the deadline dates.

1. **Categorical Program**

**Update**

1. **IS Datatel Portal**

* Jim Bartolotta gave an update of the new student portal that is being implemented sometime in the Spring of 2011. Victoria Hindes and penny Johnson are college sponsors working with Jim on this project
* How will students be informed about the portal and what we are working on right now and when the portal becomes available how will they be notified?
* How will staff be informed about the portal?
* What type of training will be offered for the portal (staff and students)?
* Once the portal is up and running, can we use the portal to have the students request a refund if we are not in a normal refund processing cycle? See refund note below.
* In addition, Jim mentioned that we are looking at implementing a smart phone interface between Datatel and the IPhones. Other phone carriers will follow. This interface would allow students to view their courses and to view maps and directions to the campuses.

1. **IS**

* Fridays 6am to Noon - Datatel down time if needed.

1. **3CDUG**

* <http://www.yccd.edu/3cdug/>.

1. DUG National
2. **How to do State Mandated reports**

* Term-End: DSPS & EOPS edits start after students entered for Pri-Reg
* All UG students need a UG program at both colleges (not CE)
* **MIS Term-End reporting**

Semester reporting: All data entry needs to be complete 2 ½ weeks after end of semester. (Block adds, positive attendance, corrections, DSPS, EOPS, etc.)

Term-End: Fall & Spring edits will start after 1st Census

Term-End: DSPS & EOPS edits start after students entered for Pri-Reg

DSPS: Can be in DSPS at both colleges in the same semester

IF STUDENT:

1. Has an active UG program at both colleges, and
2. b. Is enrolled in UG courses at both colleges

Errors and Cleanup hints:

High School needs no graduation year

W grade and no drop-date

Letter grade with a drop-date

Grade with no add-date

Zero units with a grade (drop-date)

STAL overrides data in SHAP

Always need an admit and/or enroll status

All UG students need a UG program at their college (not CE)

* **320 FTES**

Cleanup hints:

Positive-attendance: Due with grades

### Residency corrections: none or wrong date

Back date residency-status before start of semester

Back date enrollments to the first day of the course

1. **WEB hours from**

* MyWebServices/WebAdvisor times can change (updated 4/2008):

Monday – Thursday 5:00 AM - 2:00 AM  
Friday 12:00 PM - 2:00 AM  
Saturday 8:30 AM - 2:00 AM

Sunday 8:30 AM - 2:00 AM

1. **Phone Numbers of members**

* MC A&R; Matriculation Dan Sanidad 5139
* MC A&R: Rita Grogan 5072 , Christopher Bibat 5014
* WV A&R: Barbara Ogilvie 4630, Tu-Lan Trinh 2537
* MC CE: Zita Melton 5112
* WV CE: Elizabeth Maciel 4612
* MC Couns: Bob Miller 5094
* WV Couns:
* MC Cur: Aileen DeGuzman 5184
* WC Cur: Thuy Tran 2618
* MC FA: Rita Grogan 5072
* WV FA: Maritza Cantarero 2611
* WV Matric: Bev Harp 2531
* MC Matric: My Loi 5196
* MC Student Services: Dan Sanidad 5139
* WV Student Services: Ginny Aragon 2002
* Dist Finance: Susan Hutton 2474
* Dist IS: Jim Bartolotta 4676, Mike McDonnell 2675, Linh Nguyen 2678, Thelma Rodriguez 2463