

A&R Directors Meeting Agenda

2/5/2018

1. Probation/Progress Process and Procedures (Michelle)
2. SARA – Students who leave out-of-state taking classes (Michelle/Erin)
3. CCCApply Application Activation Process (Michelle)
4. There was a desire at the VPSS group to force a CCCApply application after missing 2 consecutive primary terms. The next steps were to take it to A&R and then the VPs.

1. 1098T – SSN Requirement process (Michelle/Erin)
2. Annual FERPA Notification process (Michelle)
3. SPAIDEN or SGASTDN Comments(Michelle) SSN and Residency
4. Priority Registration (Michelle): We would like to automate the process to update student's dates if their criteria changes and they would get a better date. Priority registration process is based off the old voice registration. A&R Directors to write up an agreeable policy/process and bring back at next meeting. Discuss with IT and bring to campuses for vetting.

1. Current process for Priority 1 and Priority 2 is pulled from the following:

Veterans looks at SGASTDN

Foster Youth – SVAMISH

DSPS – SGADISA bottom block Disability Services is required Homeless – is not setup yet EOPS – SGAEOPS Athletics – SGASPRT Student Ambassadors – attribute STAM. Not the priority registration term, the term prior (current term) Dean's list is driven off of academic standing – most recent term off SHAINST President Scholars is attribute based with code PSC. Not the priority registration term, the term prior (current term) PTK is attribute based with code of PTK. Not the priority registration term, the term prior (current term) Promise Students are attribute bases with code of BTRP. Not the priority registration term, the term prior (current term)

1. Update Form (Michelle): Michelle to send all campuses to Dean's over CTE. Michelle to send questions to John after reviewing with CTE group for him to bring to VP's at each College. This was sent out – need an update from John Means.

2. DegreeWorks population (Michelle/Erin): Dave will look into a modification to create a button in DegreeWorks that will pull from Banner to load student info into DegreeWorks On-Demand. If it is not possible, we will reconvene and discuss alternative solutions. Dave has this been done?

3. Drop for non-payment policy that can be automated (A&R group was going to formulate a recommendation for policy changes to VPs, has this been done?)

4. Waitlist purge date change (I believe this is on the VPs group, not A&R)

5. We need an end-of-life for Singularity and Laserfiche (Dave). I've suggested February 28, but I want to get a firm date from A&R. Could we get agreement on that at the meeting?

15. Class audits (Erin)

1. Retention and Destruction of Records Process (Erin)
2. Extenuating Circumstance drops (DR and D5 course registration states dates per Mike Carley's email) (Erin)
3. Cognos Report vs Discoverer (Michelle)

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If you see any changes please let me know.

New Business:

1. Document Imaging (Gary) Hershey is at end of life, we need to get a stable platform. Working with Hyland – OnBase, won't charge for update. The interface will be very different. Look at integrating with Banner and have a districtwide solution. Current storage would roll over into new system. Current scanners are probably obsolete and will need to be replaced. A&R would be updated this fall. Other areas can choose at a later date to implement the new system – probably next year. Hyland representative would come in and go over details. Functions will be updated for what we currently have, additional functionality will need to be discussed. Online training will be available. Gary is paying for this year's maintenance fees. Should be updated by Christmas.

2. Banner 9 (Gary) Looking to go live next Summer. Major update and test system up by the end of this month. Will not have modifications just the basic Banner functions to test and review. Look at what Banner has and get rid of modifications. Dave will send a list of modifications for us to review. Training the next 12 months
 - a. Gary is trying to get a budget for either ELive or 3CBG paid for training. Send Gary out of office dates and times so he can schedule training sessions.

 - b. Bring in a consultant on what the differences are between Banner 8 and 9. Give dates to Gary, dates in fall and spring availability. Check with VP about closing office for training.

 - c. Banner Steering Committee – strategic group, Vice Presidents to decide.

3. Planning for Conversion to CAI Sue – All competencies have been entered into CAI for Bakersfield College. Math is ready but not reading, English or EMSL. CAI delayed until further notice. Update from Sue – Did not happen this meeting.

4. BOGW Appeals Process (Michelle) We need to create a business process for processing appeals. Financial Aid updates ROANYD, put in the semester you want checked.

a. Steps for BOGW Appeals

- i. A&R Receives appeals – looks at A&R side and financial aid
- ii. A&R will update academic standing if needed to make it correct if it is not correct.
- iii. ROANYD – If approved Financial aid to make change under the 321 parameter to update when to look at the standing again.
- iv. RVASFND – is updated by financial aid to reissue the BOGW and check TSASPAY

b. Level issue – Stephen will reach out to Antonio from Ellucian. Is academic standing districtwide – Michelle to verify and get back to the group.

5.

a. Students not eligible for BOGW: Is academic standing calculated by district or by campus? Academic standing went back 5 years for the combined standing. If a student sits out 2 semesters their BOGW starts over. Would need a modification to check the academic standing and the 2 semesters out that runs each day and update ROANYD out an override on those students. Stephen will reach out to Product Owner of Financial Aid to see about the two semesters. Stephen will reach out to Taft College and see if we can see their process. Less than 12 units are not getting BOGW either per Tiffany. Make standing of “Y” Bog eligible. Implement a user defined field for foster youth on SVAMISH, they never lose BOGW.

6. 2017 Gainful Employment Disclosure requirements: Michelle (Dave) Unlike in previous years, the 2017 GE Disclosure Template must be distributed to prospective students as a separate document before the student signs an enrollment agreement, completes registration, or makes any financial commitment to the institution. Deadline is extended until 2018. Fill out the application, a letter sent out to them with the disclosures. The template will be sent automatically. Letters will be formatted by Financial Aid Directors. Michelle to check and see if application can display a template for GE courses. This is on hold since the deadline was extended.

Other Financial Aid Issues: Dave needs Financial Aid upgrade reviewed/tested – missed the downtime this weekend. Need to review documentation and check in upgrade. Waiting on FA to approve so DO can upgrade. Upgrade release guide, Stephen to send out the guide.

CalGrants automated – keep on radar per Dave.

7. First Time Student – past Concurrent/Dual Issue: Michelle (Charley/Stephen) The old flag that use to clear students with the old application is no longer working with the CCCApply application causing major issues with students trying to register. Charley will create a modification to remove the concurrent hold. Currently enrolled students should do the update and not the CCCApply application. Revise webpage to reflect a button for current/returning students. New incoming students should do the CCCApply application, returning and current should be completing the update. Dave Barnett will work with us to help update the webpage. Did this get updated? No, this is not updated. Charley will check and get back to us.
8. Schedule Dates: Michelle (Charley/Stephen) Dates given in advance for short term classes are fluctuating in Banner. We would like a way to be consistent with the dates and if there is a way to update the dates in bulk instead of going in one by one. Charley said from Schedule Plus import it could update the courses if we used different parts of term. Please give a status on this? New parts of terms were created to fix this issue. S1 and S2.
9. 320 Report and Timeline (Erin) Lisa is running reports now for us. Can we have set times and dates to review the data?
10. Drop for Non-Payment BOGW Issue (Michelle) Michelle to write up the recommended policy and share with other A&R Directors. Can't drop for non-payment until the BOGW issues are fixed which are 2 semesters gap and level issue. Consultant needs to review. Checking with other Banner campuses to see if our process is correct.
11. Catalog Rights Agreement on New Language (Erin) Porterville is reviewing with their academic senate this week. BC has there's approved and is moving forward. Erin what is the status? Erin is taking to Academic Senate. Stephen to check with consultant to update catalog rights or does Charley need to create a process.
12. Document Retention Status Update (Dave) We need it for A&R and FA – Table for next meeting.
13. Priority Reg for Homeless Charley will propose a way to do this after 3CBG. We will have it place in time the assignment of spring registration appointments. Need an update from Charley on the status.
14. Is Antonio Coming Back for Drop for non-Payment, Census Roster Processing, Duplicate IDs? Stephen will start the scheduling process. What is the status? Antonio is available in three hour blocks on Monday mornings. Stephen will send out an email and setup the meetings about key topics.
15. Dual enrollment students who seem to have gotten 'stuck' in application limbo Michelle (David/Charley/Stephen/Michael R.) These are students not finishing the activation and are stuck in limbo. Did this get solved? These students were already in the system, completes another application for a sister school. That is why the student got stuck and not able to register.
16. Census Roster Processing Michelle (Steven/Charley) We need to implement a process. This is being addressed with the implementation of Banner 9 and consultant.

17. Packet registration and updates on students (Michelle) Business process needs to be discussed. Agreed on process.

18. Academic Calendar (Erin) Review dates for future terms: Dates have been updated for 17-18. This is done.

19. FERPA (Erin) Annual notification process and training: BC send out a annual notification to all students the first week of November of each year. Erin has a training video and will send out to A&R Directors.

20. Next meeting dates (Michelle) August 2nd can we change? Michelle is on vacation. September 6th is the next meeting date. If needed we will have a conference call which Stephen will setup in August.

21. Activation form: Michelle to send a poll to the list serve on activation and updates. Include single sign on, email creation, password setting, SSN information, agreed to policies of use. Dave and Charley wanted to make sure we know that it could be a security issue eliminating the activation form.

22. Drop for Pre-Requisites: (Charley) Charley will run the drop for pre-req process this week and again at end of term when summer grades are posted.

Old Business to Review:

1. CCCApply and Majors Update Michelle – If student changes major to a different schools it does not update the college. Charley has found the problem and is working on a fix.

2. Movement from Waitlists into Classes (John Means) will take the idea of limiting students to getting onto the waitlist for only one section of each class to the VP group. We agree that this would enable more students to have a chance at getting into classes via waitlists. No update at this time.

3. 999 number Replacement - Update Charley - The admission application activation form, if they do not have a social security number they have to have an alternate SSN code to enter. The code that is giving out to students was not working with the additional added letter. Charley said the new alternate number is working now.

4. Is Antonio Coming Back for Drop for non-Payment, Census Roster Processing, Duplicate IDs? Stephen will start the scheduling process. Not able to discuss.

5. Priority Reg for Homeless Charley will propose a way to do this after 3CBG. We will have it place in time the assignment of spring registration appointments Not able to discuss.
6. Document Retention Status Update (Dave) We need it for A&R and FA. Not able to discuss.
7. Planning for Conversion to CAI Sue – Pilot program is starting on April 21st. She will send out information to Erin and Christine Small.
8. Units Maximum Issues: Michelle (Dave/Stephen) Units limits are not be placed according to board procedures. Probation 1 students are being given 12 units maximum instead of 19 units because it is assumed they will not pull out of Probation. If students were given 19 units and then drop to Prob 2 the max changes to 12 and they need to be dropped from 7 units. Take conversation back to campus and discuss with Vice President's and Dean/Director of Counseling. Charley will write up the process and rationale to send to A&R Directors to share with each campus. IT Directors will bring to VP meeting.
9. Credentials transcripts through SSB integration Michelle (Dave) Please give update. SSB is going away, we will need to wait and check if they have a different way. Dave will check with Credentials and follow-up. This is on hold until Banner 9 implementation.
10. Banweb Majors Update Form Michelle (Charley/Stephen) – The college is not being updated when changing a major. If changing to another sister school, student needs to do an update to change their college and then have the counselor update the major through Banweb. Can only change major at home college. Fixed
11. Veteran Enrollment Number Discrepancies Michelle (Dave/Charley) MIS is pulled from SVAMISH military tab. Some continuing students do not have it marked in the system from pervious applications which is causing the number to be low. Veteran Certifying Official will need to mark the fields in SVAMISH along with SGASTDN. Only students who have not done the CCCApply application will need to be updated in SVAMISH. BC has updated all Veterans on the SVAMISH form.
12. Concurrent process review – BC to change max units for their classes and if CC or PC classes are listed, the form will be sent to that College for registration.
13. Academic Standing Issue – Is based only off home college and will not calculate academic standing if the student is taking a class at a sister school.
14. SVAMSTD Reporting – Assessment – Dave/Michelle PC and BC would like to have this automated. CC will check and let us know.

Next Meetings:

July 5th

August 2nd ? Cancelled

September 6th