

Wednesday, August 1, 2007
Board Room
10:00am to 11:30am

Minutes

Present: Sherri Hancock, Cathy Hasson, Jose Pena, Gloria Bianchi, John Sewart, Raznick Eric, Edgar Coronel

Absent: Kathy Blackwood, Maria Norris, Bart Scott, Donna Bestock, Chang Suki, Melissa Raby, Henry Villareal, Frank Vaskelis

ACTION –

1. Review of June 25 notes (All)

The group reviewed minutes from June 25 and also discussed some items during the review. For Waitlist, Eric mentioned that 3000 students are on it and 200 have moved themselves into actual classes. For those interested, they can run SQRWAIT report in Banner and the report includes more details. Eric and Edgar mentioned that they are considering including waitlist into the Hyperion reporting. The group asked several questions about waitlist and **Sherri reported that the A&R Deans plan to remind faculty before fall starts.**

DISCUSSION –

2. Discussion of DSSWAG mission and goals (All)

Jing thanked Edgar for providing the background documentation on the original purpose of DSSWAG. Edgar mentioned that there were two original purposes. One was to conduct a pilot-project on real-time enrollment reporting and the other proof of concept. **How far does the district want the pilot project to go (including HR, Financial reporting) remains unsolved.** Edgar reported that there are only about 10 users of this service, to which Sherri said that she would think more will use it if more training is available. She also said that managers are comfortable with appworx reports, even though it is must less flexible. Jing pointed out that over time more tasks have been taken up by the DSSWAG group because the unique positions the team members hold. Also, it was originally called Data Decision Support Work and Study Group, which meant that data was fundamental. **Jing said that one essential task this group can perform is to take charge in making sure the district/colleges are defining data elements clearly. The group agreed that Jing should draft a proposed charge for this group and share with Edgar, Kathy B and later the entire group.**

3. Distance Ed (Data and Process on tracking online hours of instruction) (Jing)

Jose relayed his difficulty in understanding the reason for defining the courses beyond the 51% as mandated by the state. Jing explained that the district still needs good definitions for distance education, online courses in particular. In addition, it is a good practice to keep track of the hours a course actually spends online. eCollege contract, approved by the Board to enter into, prompts us to better define and track online courses. It was noted that Banner report SSASCCT can answer the question of the planned number of hours a class will spent online.

4. Basic Skills Course Levels for ARCC reporting (Researchers)

The group recognized the need to define basic skills courses and identify the levels of basic skill courses. There are a number of reports requiring basic skills data, even though they all have a slight twist on what they want. But fundamentally, we need to develop definitions on our own. This became evident that there is no clear definition for basic

skills courses in Title 5 and other colleges are also asking for the same thing. The group designated DRC to identify the reports that require basic skills data and reports back to DSSWAG.

Jose reported that he had to clean up 20 fields for the courses data due to the CRCC project. Gloria and Maria are both working on the same matter to meet the deadline of August 9.

5. MIS Issues (Compliance and Submission) (Eric)

This was discussed earlier while reviewing the charter/mission of DSSWAG. The group agreed that MIS review and reporting should be part of the group's oversight, even though the group may not take on the actual task. Developing processes, guidelines and identify offices or individuals responsible for accurate data input and review is primary for DSSWAG in this regard.

INFORMATION -

6. CRCC (Curriculum Reporting for Community Colleges) (Jose, Maria, Gloria)

Eric stressed that the Instruction Offices must complete the CRCC task by August 9 so that MIS reporting will not be affected. Maria and Jose agreed.

7. Pre-requisite Change and Update Process (Jose, Maria, Gloria)

Tabled for next time.

8. Other (Group)

Jose asked for making or developing an operational DED for Banner. The group agreed it was a good idea.

Edgar reported that Hyperion web reports will need a system update. The group asked Edgar to find a day in early August to complete the task. If desktop Hyperion needs update as well, Edgar will wait till a later date.