

DIT MINUTES
May 21, 2021

Grossmont	Cuyamaca	District
Interim, Dean A&R/FA - Barbara Gallego	Director A&R - Greg Vega	Sr. Dir. Fiscal Services - Jennifer Fujimoto
Supervisor A&R - Wayne Branker	A&R Specialist Senior Vanessa Saenz	Dist. Proj. Super. - Karen Kline
A&R Systems Specialist - Lisa Lundgren	Counsel & Assess. Super. - Brianna Cuellar	Bus. Analyst ERP - Laura Murphey
Counsel & Assess. Super. - Veronica Romero	FA & Scholarship Super. - Shirley Hughes	IT rep ERP - Eric Lane
FA Supervisor - Daniel Hernandez	College Cashier - Billie Lavan	ECEA Coord. - Amber Hughes
College Cashier - Caroline Althaus	Asst. College Cashier - Rabie Al-Shaikh	
Asst. College Cashier - Melissa Murphey	Instructional Ops Supv - Julie Kahler	
Instructional Ops Supv. - Krista Ames-Cook		
Master Class Sched. - Reyna Torriente		
Master Class Sched. - Kelly Jackson		

New Items:

- Disqualification – Spring 21 emails – are we doing?
 - Wayne – No update or decision has been made. He believes we will do the same thing as we did for the spring semester.
 - Aaron-will follow-up to see if the decision has been made at the Chancellors cabinet.
 - Laura-To send email to the respective admissions offices to determine wording.
- Promise AB19S notification in self service
 - Suggestions were made for revisions for the original AB19S notification on self-service. Amber will reach out to Laura for the notes of this meeting. Amber stated that the notification is the first line of defense for the students. Students will be receiving many emails throughout the process.
 - A question was asked by Caroline as to whether students have to pay class fees i.e.. Chem lab fee – students will need to pay class fees.
 - Amber- marketing has always stated mandatory fees course fees are extra.
 - Jennifer was asking if the students will receive notification if they are not qualified for AB19 so that they have a chance to sign up for the payment plan by 9/17.
 - Shari-the students will find out if they are eligible a few days after census.
 - Karen-the students at that point will not be eligible for 3 payments on the payment plan just 2.
 - Wayne & Greg-pointed out the length of the message. How the message pushes down the student menu.
 - As a result of the message, DIT will set standards for Self Service notifications that will be used when a notification is posted.
 - Shari reminded the group that students will only see this message if they have an AB19S Perc hold.
 - Greg wanted to know if there was the functionality in Self service for a hovering message.
 - Eric-That functionality does not yet exist in Self Service.
 - Reyna wanted to know why we give the students until August 30th to meet the requirements because it seems pretty late if they do not qualify.

- Shari- stated the reason why we wait until the 30th is that its census. (add drop period)
- Amber-stated that we want to ensure that students have the ability to get 12 units.
- Laura-students who do not have the PERC code of AB19S will not see the message.
- A vote was taken in favor of reducing the size of the message.
- Karen-made suggestions on how the message could be shortened.
- Hold lift for fall – Jennifer
 - Spring 21 was the first semester students with business holds could have their holds lifted to register for classes. An email was sent to students with PERC holds of \$29-\$500. The chancellors cabinet let Jennifer know that this process will happen again for Fall registration. She requested the group to look at the process and the email that would go out to students.
 - The holds would be put back on after census. The week of the 30th.
 - A discussion was started about the PF/CF holds and Wayne suggested that the students be referred to the Admissions office, the general admissions phone number for both offices.
 - Reyna asked if a student wanted to add a short term class could the hold be removed.
 - Rabie stated that it would be after the deadline so the student would have to pay.
 - Jennifer to send the proposed email to Jessica Robinson and Aaron Starck for their revisions and approval.
 - The email to students will be sent on June 28th to students with a hold balance of \$29-\$500 because summer holds will be placed with a start date of June 27th the day before registration. The email will go out to students who have holds for Spring and Summer.
- DREG reregister email
 - A decision was made to add the words self service to the email.
 - A suggestion was to call self-service/webadvisor “Student Central”
 - A suggestion was made to just move completely to self-service but not all of the menu items are in self-service yet.
 - We need to look at moving the rest of the items over to self-service.
- New Open CCCapply account features and updates-Wayne
 - Wayne gave an update. Open CCCApply has implemented tougher fraud filtering.
 - They are adjusting the account creation for students to help limit the amount of fraudulent applications.
 - It’s going to use a value email or phone to authenticate students. They are going to use multifactor authentication.
 - If an application is in the spam filter for longer than 7-14 days then it will be tagged as a spam application.
 - If an application is stuck in the spam filter and a student contact admissions they can push through the application.
- Fraudulent Application update
 - PF holds were placed on students whose application had questionable items on them according to the rubric that Wayne developed. A wide net was cast and then an email was sent to students notifying them. The students would need to provide documentation to prove they were legit.
- Colleague Training extended – June 30th
 - Laura- If anyone wants access please contact Wayne or myself.
- No on campus classes for summer – Wayne
 - They have pulled back the decision to have on campus classes for summer.

- Cuyamaca only has 6 sections as face-to-face. (inter collegiate sports)
- Covid EW refunds can now be issued for Spring 2021 – deadline 12/18/21
 - A decision was made to treat EW drops as covid drops with a refund. Students would need to petition for that with documentation.
 - Karen-Accounting will do a mass refund for spring students.
 - Greg-The deadline to apply for a covid EW with a refund will be December 18th of this year. This is for the year 2020 and the spring 21 semester.
 - Lisa- asked if they had to go back and manually fix the existing covid EW drops that were processed without a refund because a decision had not yet been made.
 - Laura-that field is a multivalued field and cannot be done in batch.
- NRES/INTL fee increase for Fall 21.
 - Granted authority to establish a nonresident tuition fee of \$307 for 2021-2022-**done with start date of 6/28/21**
 - The fees were updated in Colleague for the Fall semester for Intl and NRES.
- Mypath/Open CCCApply – Wayne
 - Counseling has implemented MyPath so students will be interfacing with that software as well. Maybe we should invite Courtney or team to show us how the software works.
- HEERF funds to assist us in completing DIT projects. Do we as a group want to submit a proposal?
 - There's been a lot of stimulus money granted to the district. Perhaps DIT can come up with proposals to assist us with a with self-service to pay for programmers to help with the conversion from webadvisor.
 - Also the curriculum management system.
- Calendars: Summer, Fall
- Additional Items
- Next Meeting Dates – June 17th , July 15th