DSSWAG

Monday, September 22, 2008
<mark>Club Vista</mark>
3:00pm to 4:30pm

Jing Luan, Ada Delaplaine, Maria Norris, Jose Pena, Eric Raznick, Melissa Raby, Rob Johnstone, Kathy Blackwood, Donna Bestock, Suki Chang

Agenda:

1.   FTES Audit Process documentation (Sherri, Donna)
Donna explained the background of producing the document- last year, Skyline wanted to document the process of schedule development and enrollment reporting so that they will have easy-to-follow guidelines for schedule development and enrollment reporting (include 320, MIS reports). The document has each step of the process and various other aspects for producing the 320 reports. It is a very detailed, useful and resourceful document. Each section has timelines and responsible parties. The first part of the document talks about information gathering (what information is needed, where to get it), the second part shows construction of schedule, and the third part explains what to do when students are enrolling (how to use waitlist, etc.) And it leads to how Skyline gets their accurate 320 report. Skyline would like to offer it to other colleges so that they don't need to reinvent the process.

Sherri will share with others when she is done with revising. Jose commented that each school has different methods for schedule development, but it can be edited the way useful to other schools.

Eric asked how deans manage enrollments. Donna said the real motive of having this document is to maximize enrollments.

Jing said that this project involves continuous input and revision by everyone and we need to have ability to maintaining and provide training to the users. He asked what do we need to do to going forward? Donna responded to start with documentation, and offer training sessions. She emphasized the division assistants are necessary to be included in training workshops.

Jing asked how often and when the workshops should be offered. Donna said the first step is to ask other colleges to review the document, and have composite information from all colleges. The key players to review at the colleges are instructional deans, division assistants, and DSSWAG. Donna thinks that the cross fertilization between the campuses is necessary and helpful. Kathy said the way to proceed is take what you have done and pass it around and get some changes and edit, then review. Jose said he is not sure if we need to have one process for entire district, it needs to be customized for each campus.   Jose also suggested having a training manual which encompasses every aspect of putting courses together and entering courses in the system would be critical.

Jing suggested and all agreed to having documents at a central location, namely the DSSWAG SharePoint site.

Jing will give a SharePoint folder to Sherri and Jose so that Sherri will put her FTE Audit Process, and Jose can put training manual what he has now.   Jing will create a Resource document library with specific folder and members will upload documents after he sends it out.

Donna commented it is important to have the Board aware of the process of course development.

2. **Use of enrollment reporting training for managers (Donna, Rob)**
Rob said that Donna and he concluded that to find out what the managers needs are, a simple survey is needed, and create a matrix in the survey: enrollment faculty load, facility availability, and course. The questions consist of 1) what data or evidence do you need or want? 2) are you currently able to easily get the date? 3) where do you find it? Are you satisfied with the quality of data how do you interpret it? 4) where are the areas useful to you, and do you have other observations in this area? He and Donna will finalize the questions and then would like to purchase Remark web survey as a tool. Rob thinks it can be done this fall. The target audience is Administrators, deans, directors of student services.

Jing would like the committee to have a chance to look at the draft survey. Rob will have it at the next meeting.   Donna said that the purpose of having the survey is to identify the needs of the people who are making decisions so they can get the appropriate training. So we need to know what is needed. Jing asked when the results are in, users get together talk it over the issues before it is released.

Jing would like to bring the attention of DRC about selection of standardized web survey tool because DRC is going to conduct a number of more sophisticated surveys and need a standardized tool.

3. **Distance Ed and Concurrent Enrollment coding and reporting**
Jing read what Edgar wrote to him – " instead of adding the fields to the table that I already in use, they suggest that to insure the data consistency, creating a report which provide a list of all distance ed courses with relevant fields side by side so that JAM can scan on a regular basis and make changes necessary." Jose commented that the purpose of having the report is for Jing to have the data per Board requests, but Jing have not gotten consistent data because colleges use different codes and methods. Jing would like to bring the subject back in a later date.

Sherri has been tasked to leading task force to get a good handle on rate codes for concurrent enrollment students/courses.   The background is when concurrently enrolled students are charged with the fees, and the fees are not charged, they don't get grade codes. So we lose capability to identify whether or not they taking courses, and Eric added that there are more components in Banner and it is very complicate.

Sherri found that the rate codes are being used another way; for instance, financial aides.   The Task Force hasn't meet yet but will meet soon.