

CCCApply Steering Committee Agenda

September 20, 2016 • 10:00AM – 4:00PM

In-Person Meeting – CCC Chancellor’s Office
1102 Q St STE 4550, Sacramento, CA 95811, RM 601 (6th Floor)

For Caller’s, Zoom Meeting: <https://cccconfernow.zoom.us/j/213226838>

Or join by phone: (408) 638-0968 or (646) 558 8656 US Toll

Meeting ID: 213 226 838

STEERING COMMITTEE MEMBERS								
✓	Name	District	✓	Name	District	✓	Name	District
	Arleen Elseroad	South Orange CCD		Joyce Semanik	South Orange CCD	X	Paulette Lino	Chabot-Las Positas CCD
x	Michael Day	Los Rios CCD		Karen Sea	San Joaquin-Delta		Richette Bell	El Camino CCD
x	Ben Guzman	South Orange CCD		KC Greaney	Santa Rosa		Robin Armour	Contra Costa CCD
	Betty Glycer-Culver	Los Rios CCD		Leigh Ann Unger	Rio Hondo CCD	x	Rozen Bondoc	Chabot-Las Positas
x	Bill Mulrooney	El Camino CCD	x	Mary Lou Leyba	San Francisco CCD	x	Satish Warriar	Contra Costa CCD
x	Chris Truong	Rancho Santiago CCD	x	Michael Ward	Rancho Santiago	x	Stacey Followill	Chabot-Las Positas
x	Clark Ray	Santa Rosa CCD		Michelle Pena	Kern CCD	x	Stephanie Murguia	Cerritos CCED
	Craig Hayward	South Orange CCD	x	Mitchell Leahy	Santa Rosa CCD	x	Tina Mani	Delta College
	David Barnett	Kern CCD		Mojdeh Mehdizadeh	Contra Costa CCD	x	Tuyen Nguyen	Rancho Santiago CCD
	Garret Wong	San Francisco CCD		Nate Finney	Riverside CCD		Vince Orton	Cerritos CCD
x	Henry Villareal	San Mateo CCD		Noell Adams	Chabot Las Positas	x	William Diehl	Riverside CCD
x	Hieu Hoang	El Camino CCD		Pam Mery	San Francisco CCD	x	Angela Embry	ECC
CHANCELLORS OFFICE & CCC TECHNOLOGY CENTER								
x	Gary Bird	CCCCO	x	Russell Grant	CCCCO	x	Tim Calhoon	CCCTC
x	Deborah Sheldon	CCCCO	x	Patty Donohue	CCCTC	x	Keith Franco	CCCTC

MINUTES

TIME	DESCRIPTION	SPEAKER
10:00 am	Roll Call / Review of Previous Minutes <ul style="list-style-type: none"> Roll call complete, note additions and corrections Minutes – motion to approve by Satish, second by Mitch, unanimous 	Murguia
10:15 am	Education Planning Initiative (EPI) Update <ul style="list-style-type: none"> An overview of the status of the EPI was presented Colleges are having trouble sending transcripts to UCs and CSUs. Tim Calhoon suggested that colleges having these issues need to contact Lenny Robinson. 	Shippen
10:34	AB620/LGBT Committee <ul style="list-style-type: none"> Tim Calhoon has requested that the Chancellor’s office provide direction on this subject. A Committee will be formed that will review how LGBTQ data is collected with the online application. FERPA regulations, handling the data collection of minors, data governance, research needs, compliance, and security will be reviewed. 	Calhoon

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	<ul style="list-style-type: none"> • The committee approved that a subcommittee be formed with the following members: <ul style="list-style-type: none"> ○ Mitch Leahy ○ KC Greany ○ Henry Villareal ○ Betty Glyer-Culver 	
10:45	<p>Non-binary pronouns for transgender students</p> <ul style="list-style-type: none"> • Some departments at SRJC are starting to collect non-binary gender pronouns. • Transgender students may want to have a different pronoun associated with their gender such as “ze”, “sie”, “hir”. • Currently there isn’t a uniformly accepted standard of non-binary pronouns for transgender people. • It may be advantageous to collect these pronouns on the application since the application is already collecting gender identity information. This collection may help “close the loop” so that staff at community colleges can properly and respectfully communicate to these students. • It was noted that some states have made laws concerning the use of Gender pronouns requiring businesses to use them. • No changes to the application are needed at this time. However, this topic will be given further review by the newly formed AB620/LGBT Committee. 	Leahy
11:00	<p>CCCTC Projects & SSO Initiatives Update</p> <ul style="list-style-type: none"> • Tim reviewed the status of CENIC (fiber optic network for California). During the recession, many colleges lost backup circuits. Recently, funding has been allocated to build these backup circuits. Additionally, colleges will eventually be on improved 10 gig circuits. • Etranscript California will have an “overhaul”. A new peer-to-peer transcript service is in the works to provide better services and security. • Online education initiative is progressing well, with 90+ colleges implementing it. The initiative uses Canvas and integrates with Hobsons. Course exchange is part of the initiative, which will be implemented in October 2016. Online proctoring and tutoring is included with this initiative. • CAI (common assessment) still needs further testing before implementation. Release date is estimated to be in the spring. • \$3 million dollars has been allocated for Information security for community colleges. • There is now an accessibility center provided to colleges to help them to be compliant. 	Calhoon / Donohue
11:20	<p>2017 CCCApply Workshop Kick-Off Discussion</p> <ul style="list-style-type: none"> • Contra Costa will host the next CCCApply Workshop on April 5th and 6th. • Planning needs to account for: <ul style="list-style-type: none"> ○ Event occurring during the host college’s spring break ○ 250+ people ○ A large conference/kickoff room ○ 4 breakrooms 	Murguia

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	<ul style="list-style-type: none"> ○ One computer lab. ● FERPA and information security session will be presented. ● It was suggested that EPI as other new upcoming initiatives be a feature of the General session. ● A portion of the general session should be dedicated to information security. ● Coordination with the etran California steering committee is needed. ● Suggested themes for the Workshop included: <ul style="list-style-type: none"> ○ Seeding student success ○ Hands On – evolving roles for staff in adapting software tools to support emerging student and college needs ○ Recruitment 	
11:48	<p>Perceptions of CCCApply being a barrier to students</p> <p>Some college districts are saying the application is a barrier for getting students into college.</p> <p>Ben suggested improvements could be made on how the questions are presented similar to TurboTax. Tim confirmed that such improvements would require a complete overhaul of the current application. It is possible that this improvement could be part of Apply 3.0.</p> <p>After extensive discussion, it was agreed that a white paper by a sub committee needs to be developed. The purpose of the white paper will be to outline all of the state and federal reporting requirements for applicants.</p>	ALL
12:28	<p>CCCApply Adoption Update</p> <ul style="list-style-type: none"> ● Patty gave the group updates on users and colleges using CCCApply ● There are still 6 colleges that have not yet implemented CCCApply. 	Donohue
	<p>September 30 Release</p> <ul style="list-style-type: none"> ● Patty reviewed the communication policy for programming releases. ● The multiple measures questions are currently viewable in the pilot administrator. However, colleges must “opt-in” to participate by contacting the CCCApply or CCAssess Project manager. ● With the new release, password reset via an email link will be implemented. It is hoped that this will reduce the number of student calls to the help desk for account recovery. ● Patty reviewed various bug fixes, residency logic and accessibility issues for CCCApply. ● Planned release 5.5.0 has all of the documentation needed for implementation. ● Patty stressed the need for colleges to test the new programming. Friday 9/23/16 is the last day to do testing. 	Donohue
12:45	<p>Development Update (Administrator 2.0, OpenCCC Proxy & CCCID Transfer)</p>	Donohue

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	<ul style="list-style-type: none"> • Open CCC IDP needs testing by at least 5 colleges. • Mitch will ask SRJC's IT manager about being a tester college. • Tim stated that Portal Guard is alternative vendor, which colleges can adopt in place of Shibboleth. 	
1:30	<p>Sub-Committees Update: CACCRAO/Non-Credit Application Committee</p> <ul style="list-style-type: none"> • A CCCApply Steering Sub-Committees page has been created and posted on the Public Documentation space (linked from CCCApply Project Site >Steering > Sub-Committee). • Patty gave updates on the various subcommittees and their progress: <ul style="list-style-type: none"> ○ Residency Review Sub-Committee <ul style="list-style-type: none"> ▪ Met on July 14 – Next meeting TBD ▪ Reviewed the Area B Logic issue and resolved in one meeting ▪ Recurring participation ○ Administrator 2.0 Requirements <ul style="list-style-type: none"> ▪ Met on June 30 & July 6 ▪ Discussed Ed Goal alignment to Majors – moving forward Add CIP Codes field to Majors Table ▪ Landing page/dashboard for Admin Users ○ CACCRAO Memo Sub-Committee <ul style="list-style-type: none"> ▪ Met on 8/29/16 ▪ Reviewed all issues and discussed responses. Patty has prepared a response for each issue in a separate PPT. Will be send to Steering before Oct 4 meeting. If approved, determine who to send it to? CACCRAO or CCCCCO or both. ○ Alignment of Terms, Majors, and Education Goals in CCCApply <ul style="list-style-type: none"> ▪ Met on June 30 & July 6 ▪ Discussed Ed Goal alignment to Majors – moving forward ▪ Add CIP Codes field to Majors Table ▪ Any additional changes will not be deployed until fall 2017 • A subcommittee for a simple non-credit application has been requested. However, the committee agreed that Mitch and Vanessa will help lead the whitepaper group to tack the issue of what is required on the application for ALL students. Guidance from the Chancellor's office is also requested. • SB850 has been partially addressed by adding BA and BS degrees to ed goals. <p>Sub-committees have not started:</p> <ul style="list-style-type: none"> • CCCApply 3.0 - Requirements 	Bell/Donohue

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	<ul style="list-style-type: none"> • CCCApply International Application Advisory Committee • BOG Fee Waiver Application - 2017 Requirements • SB850 Baccalaureate Degrees in CCCApply • 2017 CCCApply Annual Workshop Committee • Gender & AB620 in CCCApply 	
2:00	<p>CCCApply 3.0 (RFP)</p> <ul style="list-style-type: none"> • CCCApply 3.0 involves an RFP for the long term maintenance of the portal and CCCApply • The goals for redesign will need to be established/ 	Calhoon Donohue
2:15	<p>SSID Integration with CCCApply & Account – Phase I (CCGI - California Colleges Guidance Initiative)</p> <ul style="list-style-type: none"> • The goal is to bring over the k-12 identifier from the California department of ed into CCCApply. This enhancement will be of benefit to researchers and colleges. • CCGI would like to integrate data with the chancellor’s office. They will use the campaign url functionality to include a CCGI unique identifier. On the backend there will be a web service that CCGI can access to track their students. • There was discussion about colleges getting access to incomplete applications. This access may be possible with enhanced privacy notification language/terms of use that the student agrees to when they create an account with CCCApply. 	Calhoon/ Donohue
2:30	<p>CACCRAO Memo Response</p> <ul style="list-style-type: none"> • All items have been responded to. • Committees are being formed to review any issues that need further consideration. 	Donohue
2:45	<p>Change Requests (New & Deferred)</p> <ul style="list-style-type: none"> • 2016-13: Revise Ed Goal responses to support CCCCO/AEBG Grant from Adult education Steering response: Stephanie Murguia echoed the need for further discussion about this issue. Received information for review during September meeting. Patty will setup a meeting to review the change in ed goal requirements related to older adult education. • 2016-21: Add logic to detect duplicate SSNs in Account Creation & Edit Account Steering response: Declined. SSNs cannot be used. More information is needed. Defer to Sept meeting. • 2016-16: Re-order the High School Education level responses – to put the “Graduate” statuses at the top Note: Patty will send this out to Steering for vote by email. • 2016-05: Make Authorized Text Message Checkbox Question Default to YES Steering Response: The checkbox for texting will be selected automatically. The second phone number will become cell phone 	Donohue

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	number and the second phone number data element will no longer be used. Add a prompt (pop-up box) if the student doesn't check the box; include message about "standard mobile carrier charges apply". A draft of this change request will be brought to the committee before work begins.	
3:00	March 2017 Annual Update The following items were discussed as goals for the next annual update: <ul style="list-style-type: none">• Sweep of the system of incomplete applications and student follow-up.• Auto login to the first page of the application.• SSID articulation• CCIG integration (maybe?)• Paper Application• BA/BS addition to ed goal.	Donohue

The next meeting is October 4th 1:30-3:30

Meeting ended at 3:08