

CCCApply Steering Committee Minutes

November 1, 2016 • 1:30PM – 4:00PM

STEERING COMMITTEE MEMBERS								
✓	Name	District	✓	Name	District	✓	Name	District
	Arleen Elseroad	South Orange CCD	x	Joyce Semanik	South Orange CCD		Paulette Lino	Chabot-Las Positas CCD
x	Michael Day	Los Rios CCD	x	Karen Sea	San Joaquin-Delta		Richette Bell	El Camino CCD
x	Ben Guzman	South Orange CCD		KC Greaney	Santa Rosa	x	Robin Armour	Contra Costa CCD
x	Betty Glycer-Culver	Los Rios CCD	x	Leigh Ann Unger	Rio Hondo CCD		Rozen Bondoc	Chabot-Las Positas
x	Bill Mulrooney	El Camino CCD		Mary Lou Leyba	San Francisco CCD		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	x	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
	Henry Villareal	San Mateo CCD		Noell Adams	Chabot Las Positas		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
	Mike Quiaoit	CCCCO	X	Patty Donohue	CCCTC		Keith Franco	CCCTC
X	David Shippen	CCCCO						

Minutes

TIME	DESCRIPTION	SPEAKER
1:30PM	Roll Call / Review of Previous Minutes: <ul style="list-style-type: none"> Minutes from the 9/20/16 meeting were approved. 	Murgia
1:40PM	Steering Roster Update: Confirm current Steering roster for removals, corrections and additions: <ul style="list-style-type: none"> The committee welcomed Mike Quiaoit who will be the new representative from CCCCCO. 	Murgia/Donohue
1:50PM	CCCApply Update: Stats, Adoption, Development & Roadmap News, Support: <ul style="list-style-type: none"> Patty provided stats on new student accounts and colleges that have adopted CCCApply. Feather River, Palomar and Santa Monica are slated for a December “go live” date for Canvas and MyPath. San Diego is going live myPath and Hobsons/Starfish in February 2017. Password reset for CCCApply student accounts was released with the last update. This has reduced helpdesk phone calls for account recovery by 50% The Tech Center is conducting research on student satisfaction with the online application. This research is being conducted in response to various constituent groups who view CCCApply as an enrollment barrier. Overall, the September programming release was a success. In October there was an additional which included the following: 	Donohue

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	<ul style="list-style-type: none"> ○ A function to automatically send the student to the application after account creation. ○ OpenCCCApply Pilot Server Database Maintenance – October 7, 2016 ○ OpenCCC IdP Upgrade (Shibboleth V2 to V3) - Friday October 21, 2016 ○ CCCAssess production release (currently under testing)- October 21, 2016 ○ MyPath Student Services portal- October 24, 2016 ○ OEI Course Exchange production release - October 28, 2016 ● Upcoming updates: <ul style="list-style-type: none"> ○ Incremental IDP Updates – Zero downtime: November 4, 2016 ○ 2017-2018 BOG Application – December 14 (TBD) ○ 2017 Annual Update: March 31, 2017 ○ OpenCCCApply move to AWS – February 17, 2017 ● The Tech Center is still working to ensure that XAP has purged all of the student data they have on their servers from the old online application. ● After discussion, the group agreed that a 60 day communication plan is sufficient for future releases of CCCApply. ● In March there will be an additional release. 	
2:10PM	<p>Timing on moving CCCApply to Amazon Web Services (Needs Approval):</p> <ul style="list-style-type: none"> ● CCCApply is moving from a rack space vendor to Amazon Web Services. ● February 17th is a recommended date for this cutover due to it being a holiday. Additionally, February is a month with a historically low application submission volume. Tim confirmed that text cannot be added to the CCCApply login page in order to warn students ahead of time concerning the planned outage that will occur on February 17th. However, the Tech Center will provide language for districts to use on their individual websites. 	Donohue
2:15PM	<p>Non-Credit Issue: New ASCCC Resolution for Modified CCCApply App; Review White Paper and CCCApply Paper Application Drafts:</p> <ul style="list-style-type: none"> ● Patty presented the new paper CCCApply application. ● Members in the committee were concerned about including the gender/sexual orientation information in the paper application. Additionally, it was noted that researchers do not have access to this data in the online application. ● Mike Quiaoit will be working on developing legal opinion on the non-credit application. ● Patty presented the help resources that CSU Mentor uses for their online application. 	Murgia, Bell, Leahy
2:45PM	<p>CACCRAO Memo Response (Sent to members with agenda for preview)</p> <ul style="list-style-type: none"> ● Patty will send out a survey to collect feedback on the memo response from the Tech Center. ● Mike Quiaoit will pass the CACCRAO Memo response back to CACCRAO. ● Patty is also working on the whitepaper. She will send her current research to the committee for review at the next steering meeting. 	Donohue
3:00PM	<p>2017 Workshop: Session Survey</p> <ul style="list-style-type: none"> ● Additional planning and confirmation is needed 	Murgia
3:15PM	<p>AB801 - Priority Registration for Homeless Students (folks are calling for this to be added to the application)</p> <ul style="list-style-type: none"> ● A Checkbox for verifying that the student is homeless will be added next to the permanent address in account creation. ● A student will be allowed to keep both the permanent and the mailing address blank if 	Donohue

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	<p>they check the box indicating that they are homeless.</p> <ul style="list-style-type: none"> • Additionally, a question will be added to the online application: “Have you been homeless within the last 24 months?” With a yes/no radio button. • An integrity flag will be added and will be triggered by either the question or the checkbox if the student meets the criteria for “homeless youth”. 	
3:25PM	<p>New Change Requests:</p> <ul style="list-style-type: none"> • Nudge emails to students reminding them to complete an unfinished application. <ul style="list-style-type: none"> ○ An email will be sent 24 hours after the student starts an application but does not complete it ○ A second email will be sent if the application is not complete after 7 days. ○ Tim suggested using the rules engine to allow colleges to create their own custom nudge message templates for these two emails. Patty will investigate this idea. • Google analytics will be added to CCCApply. Patty asked the committee for ideas on what data to track. Mitch suggested tracking when students are encountering error messages in the application. Districts can submit additional ideas to Patty. 	Donohue
4:00PM	<p>Conclusion:</p> <p>The next in person meeting will be December 6th in Rancho San Diego.</p>	Murgia