



Trip Report: ST Consulting

Trip Report #: 470184

Client #: G78

Client name: Grossmont-Cuyamaca Community College District

Consultant: Mike Brubaker

Dates of service: 03/08/06 - 03/09/06

Delivery method: On-Site

Client Participants:

Name	Email Address	Phone Number
Rex Garner	rex.garner@gcccd.net	619 644 7010
Laith Shammass	laith.shammass@gcccd.edu	619 644 7179
Nancy Skoglund	nancy.skoglund@gcccd.net	619-660-4278
Therese Long	therese.long@gcccd.net	619 644 7541
Stan Moore	stan.moore@gcccd.net	619 644 7539
Dennis Simms	dennis.simms@gcccd.edu	619 644 7038

Datatel Trip Report: ST Consulting

2

Service Objectives: Tech Prep processing
Max hours field & Customized Positive Attendance Roster
Advanced Standing
Calculation of Cal Grant GPA & report
Pre-req for a course in the same term
Deregistration of Second 8 week course if pre-req was not met in the first 8 weeks
Enrollment Status
'American Institutions Requirement met' notation on transcript
Removal of a 'W' grade
Academic Renewal & repeat policies
Veterans report
Mid-term 'grading' for EOPS students
Removing completed credits, GPA credits when student repeats same course that is outside of GCCC's repeat policy on GRSC
Military Withdrawal
Waitlist look-up screens
Automotive Academic Program-Overload during Registration
AC/RG & CU reports

Datatel Trip Report: ST Consulting

3

Summary:

Agenda Topic	Outcome
Tech Prep processing	Discussed an alternative to recording Tech prep courses for students other than using EXTS-EXTR-TEEV. The alternative solution is to record the course directly on the STAC screen and using the STNC to record 'Tech Prep' on the course section. By utilizing this alternative, it is understood that standard equivalencies will not be utilized with specific date ranges. Therefore, when equivalencies change per high school, a 'cheat sheet' will need to be utilized to record the correct course on the student record via STAC.
Max hours field & Customized Positive Attendance Roster	<p>It was determined that a max hours field needs to be co-opted on a section screen. Thus, this field will then be captured on the customized positive attendance roster so that faculty members will not record more than the max hours per student per that course section.</p> <p>The Red Canyon System currently in place for some positive attendance course sections will need to validate against this field, so a student does not receive more than the max hours for that particular course section. It also understood that the hours entered through this system will be imported into the NSMA screen.</p> <p>ACTION ITEM: Determine which field will be used on a specific section screen and build a customized positive attendance roster with this field as output. Determine how the Red Canyon System will populate the NSMA screen through an import of data and how the hours imported will validate against the max hours field.</p>
Advanced Standing	Currently, GCCC records bulk units with GPA points as 'advanced standing' for financial aid purposes. It was determined that instead of recording these units on some sort of 'dummy' course per student, that the IASU-INAT screens would be utilized to record the institution as well as the summary credits and non-credential GPA (if needed).

Datatel Trip Report: ST Consulting

4

Calculation of Cal Grant GPA & report	<p>It is clear that more discussion needs to take place regarding how GCCC calculates a Cal Grant GPA. The question still remains-Does transfer work count towards the calculation of this GPA?</p> <p>In order to somewhat automate the calculation of the Cal Grant GPA, a 'dummy' subject of 'CAL' was built on SUBJ, a new credit type of 'CG-Cal Grant' was created on CTYP and a 'dummy' course of CAL-GRANT was added to the course catalog via CRSE. GCCC will then record this course on a student's record via STAC with bulk attempted, completed, GPA credits and quality points. It should be noted that even though the 'dummy' course is added to a student's STAC record, this course and its credits will not appear on a student's 'UG' transcript since the CG credit type is not included in the UG transcript grouping.</p> <p>In addition, a Cal Grant Transcript grouping was built on TRGR that utilized the CG credit type as well as any 'institutional' credit types. In order to calculate a Cal Grant GPA, an end-user will go directly to GPAT to see this type of GPA or can run a transcript using this Cal Grant transcript grouping on TRAN.</p> <p>It is also understood that GCCC would like a query and report so as to transmit these student's Cal Grant GPA's to the state.</p> <p>ACTION ITEM: Determine if transfer work will be utilized in the calculation of a Cal Grant GPA. If so, more discussion will need to take place as there could be a duplication of credits and quality points within the Cal Grant Transcript grouping if the T-transfer credit is included. Build a query and report for Cal Grant GPA information.</p>
Pre-req for a course in the same term	<p>At GCCC, students can register for a course section in the first 8 weeks of a term which is the pre-req of a course which occurs in the second 8 weeks of the same term. Currently, this is problematic for the way in which GCCC has built out their 'hard-block pre-reqs' (i.e., Reg restriction rules). More work needs to be done in these Reg restriction rules to amend the current computed column that currently has a subroutine. This subroutine should check to see if the course that is the pre-req for the course has been registered for.</p> <p>ACTION ITEM: Amend the 'hard block' Reg Restriction rules' computed columns to accomplish goal as described above.</p>

Datatel Trip Report: ST Consulting

5

<p>Deregistration of Second 8 week course if pre-req was not met in the first 8 weeks</p>	<p>There was some discussion about how GCCC will deregister students from their course sections whereby the student failed the prereq for that course in the first 8 weeks. A saved list should be created to capture these students who failed the prereq course. This saved list can then be used to deregister a student from that second 8 week course on the RGVE screen. Built a PREREQ Reg Control group on RGCT for use on the RGVE screen.</p> <p>The problem with this process lies in its timeliness of grade submission and the running of RGVE since the window between the first and second weeks of the term is rather short in nature.</p>
<p>Enrollment Status</p>	<p>GCCC is wanting the ability to ascertain a student's enrollment status when a student inquires. This can be done by looking at STRS and IASU. The enrollment status that is currently being reported to the state is a derived value if no enrollment status exists on STAL. Currently, Enrollment status is not populated on STAL since it is a manual process. Unfortunately, there is no rule screen and corresponding process screen that would evaluate specific criteria to update a student's enrollment status-unlike the process on the applicant side of the house.</p> <p>It seems clear that the Student Export report should be looked at a programming level to determine how a student's enrollment status is derived and thus a report could be built using this logic.</p> <p>ACTION ITEM: Build a student enrollment status report using the logic from the Student Export report as described above.</p>
<p>'American Institutions Requirement met' notation on transcript</p>	<p>GCCC needs the ability to record a note of 'American Institutions Requirement met' on a student's transcript when the student has taken certain courses that fulfill this requirement. These courses should be coded with the following types of codes-AIA1, AIA2, AIB1, AIB2. A field should be co-opted to code these course sections with these specific codes. The transcript print subroutine should then be modified to look at a student's course sections with these specific codes to determine if the above notation should be placed on the student's transcript.</p> <p>ACTION ITEM: Determine which field will be utilized to record the above-mentioned codes and build codes accordingly. Modify the transcript print subroutine to capture those courses with specific codes (a combination of such) so as to place the notation on the transcript as described above.</p>

Datatel Trip Report: ST Consulting

6

Removal of a 'W' grade	<p>Since the BGVU process will more than likely be run on a daily basis, thus updating final grades to the verified grade column, the removal of a 'W' grade is somewhat problematic.</p> <p>Two options were presented in class to remove a 'W' grade from a student record. The first option which does not require interaction with the Business office or use of the BILL screen requires the end-user to go to RGCS, change the status of the course section to 'A-Add' and remove the 'W' grade. Then, go to RGSD and change the system reg date(back-date) and then drop the course section on RGN. The second option requires the end-user to go to RGCS, remove the 'W' grade, change the date (back date) and then run the BILL screen.</p> <p>ACTION ITEM: Determine which option will serve GCCC's needs best and if the second option is utilized, those that will be using the BILL screen need to confer with the Business office as to how it is populated/used.</p>
Academic Renewal & repeat policies	<p>It was determined that the easiest way in Colleague to process Academic Renewal (i.e., removal of all completed credits and GPA credits for a specific term, but not actual grades), was to create new grade codes---A*, B*, C*, D*, F*. With each of these grade codes (built on GRDC-GRSC), all the 'include in attempted', completed and GPA credits were checked to 'No'. Thus, when academic renewal is approved, an end-user will simply go into a student's FGID screen and record these new grade codes. Thus, the grades will appear on the transcript, but no credits or GPA will come from them. In addition, a notation of 'Academic Renewal' should be placed on ASTR in the 'printed comments' field so as to appear on the transcript.</p> <p>It was also noted that these grades should not be counted towards the number of times registered for a course in any of GCCCs' repeat policies. Therefore, these grade codes should be added to each of the repeat policies in the 'grades not counted' field on RPOL.</p> <p>ACTION ITEM: Confirm new grades set-up on GRSC-GRDC as described above. Amend the repeat policies on RPOL with the new grade codes in the 'grades not counted' field.</p>
Veterans report	<p>GCCC needs to produce a report that captures veterans' registration changes. It is also true that certain course section are authorized (meaning the gov't will pay for them). There needs to be a way in which to mark these courses on the student record so the report can capture this information. One possible way to record these authorized courses would be to utilize the student ed plan on the web per student. Thus, the report could utilize these coded courses in the student ed plan in the report. It should also be noted that veterans should be coded as such on the MINF screen.</p> <p>ACTION ITEM: Confer with other schools as to how they handle veterans and their change in status in regards to authorized courses.</p>

Datatel Trip Report: ST Consulting

7

<p>Mid-term 'grading' for EOPS students</p>	<p>GCCC needs a way in which to alert EOPS students as to their progress in course section mid-term. One such is to build distinct grade codes via GRSC -GRDC such as '1-progressing satisfactorily', etc.' These 'grade' codes could then be recorded on a student's record via the web or on MGRN. GCCC could either utilize a Communications Management document to inform the student or use the MGRP-mid-term grade report.</p> <p>ACTION ITEM: Determine the 'grade' codes that are needed and build on GRDC-GRSC. Also determine which method will be utilized to inform the student as described above.</p>
<p>Removing completed credits, GPA credits when student repeats same course that is outside of GCCC's repeat policy on GRSC</p>	<p>GCCC has certain instances whereby the repeat policy that currently exists on GRSC (last) should not be utilized. For instance, a student completed SPA-101 with a grade of C in Fall 06 and then repeats the course in Spring 07 with a grade of A. Since, GCCC does not want to replace the C grade with an A grade, the following solution should be utilized---Go to STAC-SACD and remove the completed credits, GPA credits and quality points in the 9 fields where they exist.</p>
<p>Military Withdrawal</p>	<p>In order to record a military withdrawal, an end-user should record a grade of 'MW' on the RGN-SRGC screen per each course section.</p>
<p>Waitlist look-up screens</p>	<p>Reviewed all of the waitlist lookup and processing screens.</p>
<p>Automotive Academic Program-Overload during Registration</p>	<p>GCCC currently registers student into overload if they are in an Automotive Academic program. Since, the student load rules consider a student to be in overload at 18 units, these students will not be able to register for more units than this, unless a course petition for one of the courses is populated on STPE.</p>
<p>AC/RG & CU reports</p>	<p>Reviewed reports that GCCC will more than likely utilize in their daily operations.</p> <p>ACTION ITEM: Compare Colleague's reports with GCCC reports to determine needs.</p>