ctcLink

WORKING GROUP MEETING MINUTES

August 17, 2022

[Webex recording](#)

Tara Keen, Co- Chair

Meeting Participants

College Voting Members

☒ TBD, Co-Chair
☒ Beth Farley, Edmonds/CS, Security, PM
☒ Chantel Black, Spokane/CS
☒ Charlene Rios, Big Bend/FIN
☐ Doug Hayman, Olympic/Accessibility
☒ Jill Hammitt, Highline/Data & Reporting, CS, SF
☒ Kathy Disney, Tacoma/CS
☒ Krista Francis, Peninsula/HCM
☒ Pat Daniels, Highline/IT, Security, PM
☒ Rachelle Russell, Skagit Valley/ CS, Financial Aid

SBCTC Voting Members

☒ Tara Keen, Co-Chair
☒ Carmen McKenzie, Data Services
☐ Choi Halladay, Business Operations
☒ Dani Bundy, ctcLink Customer Support
☒ Ray Gartner, Application Services (Interim)
☒ Sandy Main, Application Services (Retiring)
☐ TBD, Education Services

Ex-Officio/Advisory

☐ Kyrsten Catlin, CS Core
☒ Ana Ybarra, Financial Aid
☐ Brandon Reed, Student Financials
☒ Shon Dicks-Schlesinger, Finance
☒ Brian Lanier, HCM
☒ Roger Curry, Customer Support
☐ Shelia Sloan, Security
☒ Ivy Brent, Data & Reporting
☐ Tami Whitney, QA (Testing)
☒ Christopher Soran, App Services (Operations)
☒ Reuth Kim, PMO CS & Facilitator
☒ Christyanna Dawson, PMO FIN
☒ Sanjiv Bhagat, PMO HCM
☒ Bhuvana Samraj, Technical PM
☐ Sherry Nelson, IT Comms

Welcome, Roll Call 00:00 - 00:06 mins

Welcome & roll call.

Approval for Meeting Minutes from August 3, 2022   00:06 - 00:08 mins

Reuth displayed the meeting minutes and informed that there is a new format: action items will be called out and highlighted in yellow and approvals will be in bold.

August 3, 2022, meeting minutes were approved.

College Co-Chair Discussion 00:09 - 00:11 mins

Chantel Black, Spokane, was approved as the WG college co-chair. Colleges sent an email and discussed this prior to the WG meeting.

Enhancement Requests (ER) 00:11 - 01:30 mins

Maria Sultan, along with CS Support Team presented the **WG Log #146: CS Core - Course Repeat Management Enhancement Request Discussion Summarized:**

ER Overview:

- Introduces new Repeat Codes to be used when a college allows a student to enroll in attempts beyond the maximum

- New repeat codes are configured to be properly counted or excluded in GPA, attempted credit, and FTE calculations

- Aligns repeat and applicable grade configurations across all colleges to adhere to state policy (with some allowable exceptions)

- Removes college edit access to these configurations to maintain consistency with state policy

WG Expressed These Concerns:

Colleges losing edit/update access to Grade Scheme Table

- Analysis: Multiple colleges are currently configured to bypass the repeat rule setup

- Read-only access is consistent with other foundational SACR configurations. These foundational configurations are rarely updated, and college changes can lead to major clean-up

- This helps ensure your FTE calculation is accurate and in compliance with the state policy

Colleges may want to implement a stricter repeat rule of two attempts

- Analysis: One college is currently following a stricter setup

- Stricter setup can be configured on request. Colleges should be aware that this will result in more manual enrollment transactions by staff

- This concern focused on compliance with the DOE, which states:

  "If the student passes the course, you may include one repetition after passing the course. Any second or subsequent repetition of the passed course may not be included in the student's enrollment status for purposes of the title IV, HEA, programs. [Guidance issued 8/26/2011]"

- Good news – there's an FA query for that: QCS_FA_REPEAT_CRSES

Will "I" or "W" grades be considered an attempt?

- Analysis: Two colleges currently set up to exclude "I" grades and 11 colleges currently set up to exclude other grades from repeat attempts that should be included based on the state policy

- Yes, these grades will count as attempts and CS will update the configuration to be in compliance. As stated in the SBCTC policy:

  "A course applies to the repeat rule if the student receives an evaluative (graded) or non-evaluative (withdraw) symbol for the course as counted per census date rules as posted on the transcript."

  There was a request for a query to identify enrollment in variable credit courses beyond a third attempt

CS will work with Reporting and other applicable stakeholders to develop a query for this purpose

Colleges need time to review their transcript legends

- Transcripts show the repeat code descriptions, not the repeat code

- Are there any colleges that explain repeat code descriptions in their transcript legend?

Nichole Seroshek, college guest from LCC, provided some input to this ER and looks forward to having more tools to be more in compliance with SBCTC and to manage transcripts correctly for students (example: zeroing out the units and ripple effect to Clearinghouse report and FA SAP).

Action Item: The vote was tabled by WG. WG suggested adjustments are made to the ER (to include more restrictions) that this is taken to College Collaboration Group on 8/24/2022. This will also be discussed at the WG meeting on 9/7/2022.

High Level ER Flows 01:30 - 01:43 mins

Tara displayed the current high level ER flows. Colleges suggested a work group but time is a constraint. Action Item: Tara suggested that her PMO take a stab at drafting a new ER flow and WG members agreed. We will target having a link to a draft by 9/7/2022 and hope to have an approval by 9/21/2022.

Agency Updates 01:44 – 01:52 mins

Customer Support, Dani reported: answering tickets, lots of times on Webex specific to payroll and FA items

Environments, Ray reported: 8/20/2022 OAAP update (no ctcLink outage), 8/27/2022 OKTA log-in page update (no ctcLink outage), 10/8/2022 HCM Image 43 update (has ctcLink impact), 10/15/2022 CS Image 26 and bundling HighPoint Campus Experience and Campus CE integration, 10/29/2022 FIN Image 41

Accessibility, Ray reported: not a lot to update but continuing to work with Oracle on college concerns. Accessibility forum held on 8/8/2022 and next one is coming up on 9/13/2022. Christopher Soran explained switch control updates and is waiting for Oracle to give us more feedback on that. Pat asked if colleges would continue to get more information with PUM and Image updates.   Christopher confirmed updates will go out in the image overview documents and posted to SBCTC website. Dani also mentioned that there are QA sessions for the colleges led by testing and functional teams.

Security, Shelia reported: held design requirements meting with the colleges to discuss offboarding (audit compliant, automation). Hope to present this at the College Collaboration Group meeting. Working on a webpage for Security.

Action Item Review/New Business/Closing: 01:52 – 01:55 mins

- Tara to meet with ED SVCS for WG rep & Follow Up with Choi to verify WG rep (completed on 8/31/2022)

- Reuth to set up meeting with Tara and Chantel to discuss Co-Chair role and prep for the next WG meeting (completed on 9/1/2022)

- Reuth to send out slide deck that Maria/Kyrsten presented on WG Log #146: CS Core - Course

Repeat Management Enhancement Request (sent on 8/17/2022)

- WG requests PMO team to make a first pass on ER process flows revisions available for WG review by 9/7 meeting with the goal to approve by 9/21 meeting. (in progress)

Next meeting on 9/7/2022.