

ARC Meeting - Fall 2020

Thursday, October 22, 2020 (via Zoom)

Call to order: 1:01 pm

- Introductions by College and Icebreaker
- SBCTC Update - Jamie Traugott
 - Report sent prior to meeting and PowerPoint to be sent out
 - New SBCTC Equity and Diversity statement
 - New Equity Committee
 - New Chief Diversity Equity Officers Commission
 - New SBCTC Director of EDI: Ha Nguyen
 - Equity-focused prof dev & hiring prac
 - Poverty reduction programs and student services integration. These are now under student services:
 - WorkFirst, BFET, Able-bodied Adults w/o Dependents (ABAWD) Navigation, Student Emergency Assistance Grants (SEAG) program, Supporting Students Experiencing Homelessness (SSEH) pilots, Opportunity Grant, Worker Retraining
 - BFET – changes to include running start and expand allowable training activities
 - HB 2513 – prohibits withholding transcripts for debt
 - HB 1355 – taskforce to study counselor to student ratios, counselor credentials and best practices
 - SHB 2543 – in-state residency/veterans
 - SB 5197 – National Guard Education Grants
 - Guided Pathways Update
 - Legislative funding revenue forecasts are improving
 - Technology – sub plans are being implemented in PS
 - Coaching – working to build coaching capacity
 - Working to develop a Student Advisory Council model
 - There is a final report on the math landscape
 - SB 6374 – expands dual credit scholarship pilot program to cover apprenticeship materials
 - 6 colleges are piloting with running start
 - Summer running start program – looking for 3 colleges to participate for summer 2021 and summer 2022
 - Limited to 5 credits for incoming running start, seniors one class short of their degree
 - OSPI dual credit and post-secondary guidance
 - Provided guidance specific to closing equity gaps for access and success
 - Dual Credit Summit – free virtual webinar series (clock hours available)
 - DAI and Outreach Workgroup – recently formed to combine efforts aimed at those in outreach and recruitment
 - Meetings are every first Wednesday of the month from 1-3 pm via Zoom
 - Just an opportunity for conversations, no future intention to become a council
 - Veterans, chapter 33 – online extended to 12/21/21
 - Prefer “virtual” or “remote” wording be used
- FERPA Directory Information Global Policy and ctclink implementation status update - Carmen McKenzie/Lou Sager
 - Proposal approved by the Presidents and delegated authority to SBCTC to implement the policy that was approved
 - Will be an “all or nothing” approach, which is easier for students to understand and also allowing for it to work in PS
 - This means there will be one checkbox that says “restrict all data” instead of allowing students to choose which individual item to restrict one-by-one
 - Scott C is presenting the policy to SBCTC in December 2020

- Carmen will be working with each of us to determine how to update this at each college (eg. WAC)
- Proposal is available on the SBCTC DG webpage
- Working on the functionality in PS right now
- SOGI implementation and communication to staff and students - Carmen McKenzie/Lou Sager
 - Collection of sexual orientation and gender identity data
 - Been implemented in PS as of a few weeks ago
 - Only asked in the student self-service center in PS
- Data Governance Committee Bio Demo Subcommittee – call for participants - Carmen McKenzie/Lou Sager
 - New group
 - Will be discussing turning things on in PS like the pronouns, names (business process), looking at SOGI already implemented that may need adjustment, should there be integration between CS and HCM for SOGI, address any questions about bio demo data that may come up
- New items - Carmen McKenzie/Lou Sager
 - System wise reporting to WSAC for ACPL in the works, as it's in the data warehouse, so SBCTC can do that for us now
 - Looking for volunteers for enrollment management reporting
 - Want to look at other reporting solutions outside of queries
 - Email Carmen if you're interested
 - New month coding hour Webex
 - Email Carmen if you're interested of have thoughts about certain topics
 - Report Catalog
 - Under ctLink Reporting on the SBCTC website
 - Shows all sorts of queries already created
- Basic skills course/class coding - Carmen McKenzie/Lou Sager
 - There has been an update regarding CIP codes on classes in PS
 - If you have separate funding sources, you'll need to have two separate classes in PS, where you may not be doing that now in legacy
- New Ability to Benefit coding - Carmen McKenzie/Lou Sager
 - Moving from one code to three, codes are not reused
- WSSSC Report - Ruby Hayden
 - They're meeting more often every other week virtually
 - They'll be having their quarterly meeting coming up in November
 - COVID discussions include free speech, conduct online vs on-campus, Title IV
 - Election season and how it effects our students and disproportionate populations, encourages us to try to figure out as a community how to provide as much safety and calm as possible on our campuses
 - Ruby has joined ctLink Steering Committee to better represent ARC
 - If we have specific concerns, please email her anytime and she'll take them up to them
 - Letter of concerns being written from WSSSC about ctLink, she'll share once it's completed
 - WSSSC Conference will not be this year, as was hoped when it was postponed
- ctLink suggestions – Group Discussion
 - Test your that your registration works before going live to be sure it works (in a live session)
 - Test all the things you put in place that are required to meet the prereqs.
 - Ask lots of questions as you attend sessions with SBCTC
 - Impress that we need a week to get into the system and test it BEFORE you allow students into the system (a week at least)
 - Don't go live a week before registration begins, your Student Financials folks may not want anything on the general legend for a few weeks after go live
 - Effective dating is super important
 - Will have some down time before you go live

- Council and Commission Reports
 - BAR (Budget Accounting and Reporting Council) - Jonathan Barnett
 - They're meeting after this
 - They changed banks for treasury
 - Working with Cybersource
 - ctcLink discussions
 - IC (Instruction Commission) - Shawn Miller
 - Finalizing the Cambridge crosswalk – should get it within the week per Scott C
 - Updates to the eLearning course coding to add new options
 - Approval on an engineering transfer track MRP
 - Exploring LPN to RN to BSN pathway
 - ATC (Articulation and Transfer Council) - Caryn Regimbal
 - Will need a new rep, as Caryn will not be able to continue in this role
 - Working on Final Edits and approve changes to the AS-T Track 2 MRP and its four pathways:
 - Bioengineering and Chemical Engineering (BioE and ChemE) Pathway (includes Biomass Resources Science & Engineering)
 - Computer and Electrical Engineering (Comp E and EE) Pathway
 - Civil and Mechanical Engineering (CE and ME) Pathway (includes Environmental, Aeronautical and Industrial Engineering)
 - Materials Science and Manufacturing Engineering (MSE and MFGE) Pathway ACC (Advising and Counseling Council) - Kari Collen (absent)
 - Jamie T said they're currently meeting
 - DSSC (Disability Support Services Council) - Karl Smith
 - They're currently meeting
 - ctcLink discussions and work
 - FAC (Financial Aid Council) - Steve Downing
 - Met this morning
 - ctcLink discussion, re: dual processing in both FAM and PS with some manual processing
 - Shut down about 2 weeks in Legacy before go live and after go live delay to be able to process
 - Wish they were more involved in UAT and data validation
 - Upcoming meetings, would like to do a joint meeting with ARC, perhaps winter meeting...canceling their meeting at Rainbow Lodge due to travel restrictions
 - ICRC (Intercollege Relations Commission) - Cindy Mowry (absent)
 - Anne W updates
 - Looking at other options besides ACT/SAT
 - BIs looking at more flexibility of acceptance requirements
 - Review and update of ICRC handbook
 - Data sharing
 - Using NSC for reverse transfer
 - May not be more than 1 credit short in any distribution area (this is a new add)
 - WAACRAO (Washington Association of Collegiate Registrars and Admissions Officers) - Jenny Wheeler
 - Going to send out a survey for 2021 conference preference
 - Need a few more board members
 - Will start planning January/February
- COVID-19 – Business models/re-opening plans/etc – Group Discussion
 - Working to keep moral up
 - A few colleges have offices open for limited times
 - And still handling online tools like Zoom

- Using Zoom dropins/lobby and can move them into breakout rooms based on what they may need (eg. advising, FA, cashier) (make sure all staff are co-hosts)
- Using Teams to chat with each other and upload docs alongside with Zoom
- Using Zoom with faculty
- Using CRM to text and communicate back and forth with students
- A few classes with labs only on campus
- Using ChatBot with students
- Assessment, DSP was created, proctored ALEKS
- Budget Cuts – What is your campus doing to prepare for expected cuts? – Group Discussion
 - Preparing for what work will be spread among everyone
 - Furloughs
 - Possible layoffs
 - Working while not working
 - Hoping for no layoffs when students really need more assistance at this time
 - Working to keep moral up
 - Thoughts on how to cover work or what work can be paused?
 - Can ctclink be paused to allow a smoother transition for staff and students?
 - Can student workers or hourlies help with tasks?
- Digital Question Box
 - Can anyone share how your college is issuing student ID cards during this time?
 - Using MS forms to allow students to request, then mailed to them
 - Are you still with holding transcript for exit counseling or other reasons?
 - No
 - Are there any colleges that are only transcribing CTE tech prep classes on demand? Out CTE folks are saying that the state will be moving back to transcribing them all.
 - Everett started charging (\$50 all inclusive) this year, but only doing it when paid
 - Most are still doing them on demand
 - What are ctclink colleges doing to support waitlists on coreqs that cannot have waitlists due to ctclink limitations?
 - It's challenging
 - If they have 2 separate classes, similar to auto-reg or clusters, but more complicated
 - A lot of manual processing
 - For ctclink schools, what is your business process for capturing residency information for Running Start students who take extra credits?
 - Borrow the short one page form from TCC to determine residency (they are willing to share)
 - Do one-by-one for student who need it
 - Drop for non-payment, who at your institution actually pulls the list of students that still owe tuition?
 - Adm Services, Business Services, Enrollment Services, Accounting Services
 - How are you communicating the deadline?
 - Email, text, phone calls, Canvas
 - How many credential evaluators do you have at your college?
 - 1-6
 - What area handles add/modifying enrollment requirements at your institution?
 - Enrollment Services, Instruction, Admin Services, Student Learning/Instruction
 - Who wants to be in the ARC ctclink group?
 - Magnus will create a list of those interested.
 - For those in ctclink, where would you recommend class construction and requisites should be in? Instruction or Enrollment Services?
 - Depends, but either way work closely with them
 - Is class scheduling distributed to divisions or handled in one office?
 - Some are distributed and others are one person/office

Friday, October 23, 2020 (via Zoom)

- Introductions by College and Icebreaker
- SARA (State Authorization Reciprocity Agreement) requirement in OAA - Kristy Snow/Christy Campbell
 - How do we need to word this law in OAA?
 - Do we need to include a question or can it be descoped?
 - Maybe this needs to be asked elsewhere, not in the OAA?
 - Should be at time of registration
 - As a federal requirement, Oracle is required to provide a solution, so Christy C suggests that it's taken back and we find out how they're meeting this
- New OAA for ctcLink colleges launching this fall – Joe Carl (absent)
 - Potentially reschedule a special meeting for this presentation
- ctcLink Project Report/Updates - Christy Campbell/Dani Bundy
 - Presentation to be sent out
 - Overall deployment timeline
 - DG 2-3 are live with 4-6 are in implementation phase
 - GS 5-6 have estimated go live dates
 - Replacement solutions
 - CampusCE
 - Working with vendor for prototype
 - Oct 20 – review prototype and integration
 - Nov 20 – unit testing/system integration testing
 - Dec 20 – user acceptance testing
 - Jan/Feb 21 – deployment of integration
 - OAA
 - Design complete exception of international template due to unique requirements of that piece
 - Oct 20 - Workgroup review, vendor unit testing and system integration testing
 - Nov/Dec 20 – sprint 1, project and support user acceptance testing
 - Jan 21 – sprint 2, DG 2/3 colleges user acceptance testing, new OAA released for live colleges
 - Running Start template is included
 - Current OAA – will it be deactivated or something, as they won't convert new applications over or pull the old ones in
 - Is there a hold/suspend function? – they'll check
 - Project status
 - DG 4-6
 - On track for timeline, scope and budget
 - Project risks & issues
 - Risks: Planning & budgeting cloud solutions, UAT and production workshop conflicts – Oct/Nov/Dec, DG 4&5 Bellevue payroll resource for shared payroll colleges
 - Issues: DG 5, BPFs request more assistance with homework and breakout rooms, Customer support resource plan
 - External quality assurance
 - Scorecard is mostly green, with a few yellow, overall status: yellow
 - Customer support update
 - Customer support organization
 - Approved to hire 11 more staff
 - Production update PDFs on SBCTC website that anyone can access
 - Communicates the issues being addressed and their status

- Guided Pathways
 - Sup-plan implementation is occurring for current PS colleges
 - Future deployments will include this activity
 - No current update on meta-majors right now besides what recently went out
 - Basically this is out of scope currently and will revisit after all colleges go live and are stable
 - Accessibility update
 - PeopleTools Upgrade completed, but more still remaining
 - There is a 'status and information on ctcLink accessibility' webpage on SBCTC website
- ctcLink – Group Discussion
 - Be sure to include other programs/departments (eg. workforce education) that may have similar processes
 - Security access, need multiple people that can do this and understand
 - Variable credits are opposite, default to lower amount instead of highest
 - Help each other, work as a team
 - Work with smaller groups to create procedures by assigning a few to each person to create
 - Muscle memory
 - Effective dating is important
 - Ability to shadow college's already live is very helpful
 - Take vacation
- Legacy Transcript Workgroup Quick Update – Janet Garza
 - SBCTC IT is creating a homegrown tool for us
 - About a dozen reps from ARC in the workgroup
 - We're in the testing phase and anticipate this project being completed early next year (with the ability to adjust it over time as needed)
- Digital Question Box
 - Are you all still using the 1079 affidavit? Our DREAMers task force chair told me she heard that some CTCs have stopped using it?
 - Yes, have to use it, but no longer need to track/tally it
 - With enrollment being low for fall, what efforts is your college taking to raise enrollment and retention for winter and spring?
 - Geofencing campaign for Running Start
 - Extra retention efforts (eg, mailing, calls)
 - Survey to students as to why not returning
 - Looking at who had incomplete FA files for fall
 - Calling campaigns
 - Are any ctcLink schools having issues with students coded in PRQ plans on the NSC reports?
 - You can have PRQ plan
 - Mismatch plan in SACR and FA COD?
 - Can you share your college first tuition due date for the quarter? For example, Highline first tuition due date is one week before the quarter started.
 - 1 month before and 1 week before, 2 weeks before, Tuesday before, 4 weeks before, 3 weeks
 - 5 days after registration or Friday before quarter starts, after first day it's due that day
 - Has anyone got rid of waitlists going into ctcLink?
 - No
 - With HB 2513 did anyone still block registration?
 - Yes a few still
 - What about the reporting for HB 2513, who will be doing that?
 - Enrollment services

- Anyone in ctLink also using Parchment?
 - Pierce is and has submitted an enhancement request for the automated process last week
 - Yes, several are
- For ctLink schools: is there a single biggest 'speedbump' when importing students from your Legacy into PS? And if so, what would you say it is?
 - Not really, but Ryan will work to sync the times as one is running in the morning and the other in the afternoon
- Do any schools limit the number of credits low-income Running Start students can take above the 1.2 FTE? Specifically, do any schools charge low-income students tuition dollars for credits above their eligibility, or do you all have waivers?
 - In PS it automatically waives it
 - Can't charge if on low-income waiver over the 1.2 FTE
 - May qualify for new BFET waiver
- Business Meeting
 - Budget report
 - Ending balance for 2019-2020/beginning balance for 2020-2021 fiscal years: \$6,319.62
 - Expenses 2020-2021: \$ 87.99
 - Current 2020-2021 balance: \$6,231.63
 - Registration fee for future virtual meetings?
 - Yes we should
 - Starr will research doing an annual fee (similar to ACC, ICRC, WSSSC)
 - 2020-2021 ARC racial equity goal(s) to be included in annual work plan reported to WSSSC – Ruby Hayden
 - New listserv to share work plans
 - Making sure we're building into future agendas ways we support racial equity on our campuses for both staff and students
 - How do our processes, policies, and procedures effect all of our students
 - Ideas for future meetings
 - Maybe have someone from the Chief Diversity and Equity Officers Commission (CDEOC) come speak at a future meeting
 - Approval of minutes
 - Spring minutes will be sent out for approval at the winter 2021 meeting
 - New business
 - Secretary for remainder meetings for winter and spring 2021
 - Jonathan Barnett for winter and Erika Bockmann for spring
 - Motioned by Shawn Miller, seconded by Starr Bernhardt
 - Motion approved
 - Historian
 - Appointed by ARC president
 - If interested, please email Chantel
 - President Elect and Secretary positions will be open for next year
 - Motion to close Business meeting by Lorena Alvarado-Valdovinos, seconded by Anne White
 - Motion approved

Meeting adjourned 12:37 pm

Janet Garza, substitute ARC Secretary