

Common Process Outcomes & Recommendations Report

Common Process	VC15 Manage Beginning of Term
Workshop Date	1/17 - 19/2018
Submitted to Governance	September 14, 2018
Working Group Review & Acceptance	Reviewed & Approved October 17, 2018
Steering Committee Review & Acceptance	

Contents:

1. Scope
2. Participants
3. Common Process
4. Follow-up Items / Recommendations
5. Voting Records
6. Testing Records

1. Scope

The goal of this workshop was to reach consensus on best-practices for how colleges should configure and use the beginning of term processes and functionality within the Campus Solutions (CS) pillar in PeopleSoft. Manage Beginning of Term processes in scope for this workshop were:

- Managing Term / Session Table
- Early Alert Dates Configuration
- Managing Academic Calendar
- Dynamic Date Rules
- Term Activation
- Enrollment Appointments
- Class Permissions

This workshop excluded Academic Structure, Admissions, Class Scheduling, Financial Aid processes, Enrollment & FTE Calculation, Grade and Degree Posting, and Student Financials.

2. Participants

Workshop in-person participants included 43 subjects-matter experts from 27 institutions:

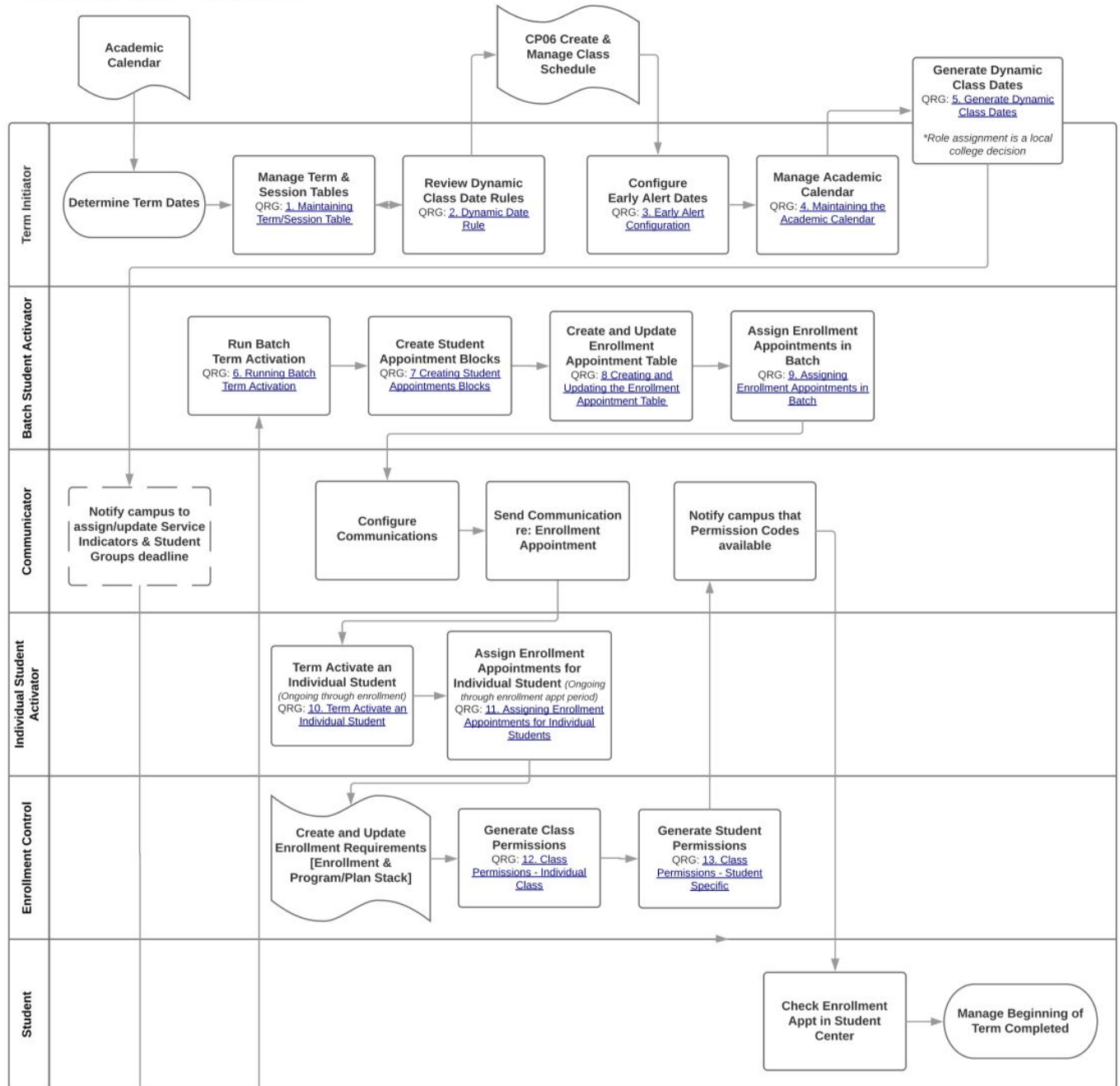
Bates	Edmonds	Peninsula	Spokane
Bellevue	Everett	Pierce College FS	Spokane Falls
Bellingham	Grays Harbor	Pierce College Puyallup	Tacoma
Big Bend	Green River	Renton	Walla Walla
Cascadia	Highline	Seattle Central	Wenatchee
Centralia	Lake Washington	Shoreline	Whatcom
Clark	Lower Columbia	Skagit Valley	Yakima
Clover Park	North Seattle	South Puget Sound	SBCTC Agency
Columbia Basin	Olympic	South Seattle	

This workshop was facilitated by Mary Kay Wegner (Bellevue College) and Ligia Cicos (Edmonds Community College). Spokane and Tacoma had 6 subject matter experts participate in person.

3. Common Process

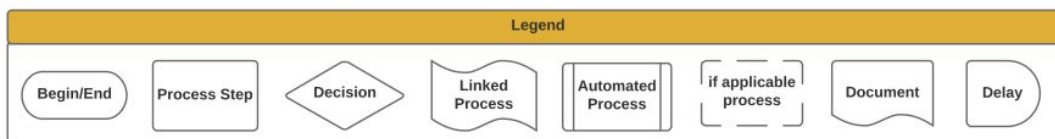
Common Process map attached:

Campus Solutions
VC15: MANAGE BEGINNING OF TERM [FINAL 2.0]
 Workshop Consortium | January 19, 2018



- Quick Reference Guides**
- 1. [Maintaining Term/Session Table](#)
 - 2. [Dynamic Date Rule](#)
 - 3. [Early Alert Configuration](#)
 - 4. [Maintaining the Academic Calendar](#)
 - 5. [Generate Dynamic Class Dates](#)
 - 6. [Running Batch Term Activation](#)
 - 7. [Creating Student Appointment Blocks](#)
 - 8. [Creating and Updating the Enrollment Appointment Table](#)
 - 9. [Assigning Enrollment Appointments in Batch](#)
 - 10. [Term Activate an Individual Student](#)
 - 11. [Assigning Enrollment Appointments for Individual Students](#)
 - 12. [Class Permissions - Individual Class](#)
 - 13. [Class Permissions - Student Specific](#)

- Common Process Maps**
- CP06 [Create and Manage Class Schedule](#)
 - CP39 [Manage Student Groups and Service Indicators \(Not yet available - Future CPW\)](#)
 - CP23 [Enrollment & Program Plan/Stack](#)



4. Follow-up Items / Recommendations

Participants discussed a few items and agreement was reached on how to follow up:

- Display Term in Class Search configuration decision - when should the class search become visible in the student center? Must be agreed upon statewide;
Participant Action Item: will be added to agenda for upcoming WSSC meeting on 1/23/18; Student Services and Instruction commissions will also discuss - *follow-up needed (facilitators, OCM Manager); no decision has been made at this time.*
- Class Permissions - circle back with Create & Manage Class Schedule common process:
Participant Action Item: on Create & Manage Class Schedule common process map, update role of “Enrollment Manager” to something more generic, and potentially indicate that permissions are NOT generated in batch - *has been completed.*

5. Voting Records

Manage Beginning of Term Common Process was adopted unanimously without dissent. College-by-college votes were taken during this workshop:

Common Process Development Workshop - verbal per college vote sheet			
Manage Beginning of Term Workshop, Jan 17 - 19, 2018			
Vote	College	Vote	College
y	Bates Technical	Y	Lower Columbia
	Bellevue	Y	Olympic (<i>Testing Lead</i>)
	Bellingham Technical	Y	Peninsula
	Big Bend	Y	Pierce
Y	Cascadia	Y	Renton Technical
Y	Centralia	Y	Seattle
Y	Clark		Shoreline
Y	Clover Park Technical	Y	Skagit
Y	Columbia Basin	Y	South Puget Sound
Y	Edmonds	Y	Spokane
Y	Everett	Y	Tacoma
Y	Grays Harbor	Y	Walla Walla
Y	Green River	Y	Wenatchee
	Highline		Whatcom
	Lake Washington Technical	Y	Yakima
	SBCTC Agency		
	<i>Did not attend/not present for vote</i>		

Executive Sponsor Alec Campbell, VP of Effectiveness/Strategic Planning at Bellevue College, was present during final process walkthrough and acceptance.

6. Testing Records

Testing of Manage Beginning of Term Common Process was successfully completed in TR1 testing environment.

Four colleges participated in testing and reviewed 13 Quick Reference Guides (QRGs), submitting 42 QRG [revisions](#) (1 major, 14 medium and 26 minor recommendations). SBCTC team has not yet completed the revisions.