RSCCD Joint Researchers' Meeting
March 30, 2017 Minutes

Attendees: Janet Enriquez, Cristina Gheorghe, Haydeh Kaveh, Renée Limback, Janice Love, Yan Ma, Nga Pham, Rudy Tjiptahadi, Aaron Voelcker and Whitney Youngren.

Spam Email list:
Stuart: Issue of being placed on a spam email list. When sending email with 250+ addresses it flags the system to where other institutions won't accept the email and it places us on the spammer list. Make sure to use "bcc" so that it won't raise any red flags.

Survey Distribution:
Aaron: Best practices to email the students. Survey monkey defaults to bcc but make sure to check.
Nga: Be mindful about sending out massive surveys because students don't like to receive so many. Possibly if want to go massive, then check with the school.

Enrollment Management Tool (EMT) and Repository:
- Stuart went over EMT and ITS repository. Showed how to access, run, and use the spreadsheets and which reports are for what. We all have access to these reports and some may satisfy our needs, so check to see information before requesting.
- Non-instructional areas will need to be developed in EMT.
- Starting in fall there will be many modifications to make it more useful to the colleges. Currently, there are missing pieces due to budget model changing.
- Cristina: want to export into another excel, it brings in everything not just what looking at on the screen. For EMT: an export feature would be great to be able to work with report as with repository.
- For repository let Stuart know if it doesn't have export option so it can be fixed.

Program Review at SCC:
Aaron: Some of the EMT information on faculty/staff were shared and some enjoyed the information because they were able to see the load of others.
Nga: use it for the purpose of what Aaron is using, but be aware due to privacy issues.

Course Cancellation:
Aaron: What is the true cost of instruction? Once know, then we can see what the true cost and overhead of the college and the District is.
- This is the price for the course but what about all the other costs. For example, division support staff do not generate revenue directly but they are needed to be able to function.
- Keep students in until census and make them successful in that course. This would require more non-instructional services.

Distance instruction=DINT:
- Lecture/dint: if filter off primary than some distance ed courses won't appear. Proper way to filter for instructional method than filter and include all the DINT
- Chancellor office: 51% or more online. How determine which part online? Not in EMT but in scheduling building and they decide if it is DINT (51% online) DINT2 (online and onsite)

Calculated major:
Whitney: working on projects for majors with courses and grades.
Stuart: calculated major is the most recently last active academic program, which originates from student or graduate office. They add it not replace it. When CCCApply begins, it is to apply to the college only. Once they are an active student they will get a form where they can add student academic programs. Only time when know their academic program is when student graduates and is no longer an active student.
(Student Session Table) Calculated major versus (Student Static Table) academic program. Are they the same thing?

Degree variable:
Degree codes: ND (non-degree), COM (cert of competency), CC (certificate of completion). Just place holder degrees so students can register.
COM/CC awarding for the same thing, Isn't this double counting?

Transfer code:
Yan: ran a snapshot and confirmed with admissions office which said some classes are not transferable even though the DW says it is transferable and vice versa.
Janice: Do we split courses by transferable and non-transferable? Do we take everything above 100 and exclude all ELMS, ACE, and ESL.
Nga: Janice should bring up issues to them-clean up at core-school

Next Meeting: May 11, 2017