

**Open CCCApply Conference Call**  
**Meeting Minutes**  
**June 26, 2014, 11:00 a.m.-noon**

Participants: Lee McDonald, Kathleen Moberg, Joan Pena-Ferrick, Barry Johnson, Atousa Pohjan, Roland Amit, Mahmood Hasan, Ryan Anthony, James Clow, Joe Lampo, Linda Koyama

1. **Changing test database from PRODN to TST8:** Due to other projects requiring refreshing of PRODN, the testing of Open CCCApply will be moved from PRODN to TST8. Ryan is working on it and TST8 should be available by early next week. TST8 will not be refreshed during Open CCCApply testing. Pointers have been already changed so testing cannot continue on PRODN. Hasan will let the users know when TST8 is ready and testing can resume.
2. According to Lee, when we're ready to move to production, it will only take a day or two to implement.
3. The old XAP system and Open CCCApply will work in parallel in the beginning, to insure that we process all applications submitted to the old system. According to Lee, this is not a problem. From the end user perspective, the old and new application will look very similar, cleaner interface. They will need to create a new account if they are returning students.
4. In the QA environment, you can only see one college's applications in a multicollge district (currently Foothill; can contact Terry at the Chancellor's office to switch it to De Anza). Chancellor's office is working on correcting this. Not a problem once we go into production. Nazy needs to add Ryan for access to the Report Center. He would like to troubleshoot testing from the application through the Banner upload. (Roland has entered 2 or 3 so far).
5. No concerns or questions from the users regarding the links for the testing.
6. Everyone was in consensus to push the Go Live date into late August so that there will be ample time to test. Too many things going on at the same time. Will revisit when Chien returns.
7. Lee will be on vacation the last few weeks in July through the beginning of August.
8. There was discussion regarding the processing of **5 state exclusion applicants**. In some cases, the permanent address is in one of the blocked states but the student plans to physically attend FH or De Anza. The thought was to let the applications through with a hold so that there is an audit trail and also so that they will get credit for the application on the MIS report. Roland suggested to have a mail hold. He will work on the language for further discussion. Confirmed that the logic for the 5 state exclusion will remain the same.
9. Hasan has distributed the link to the users from the Chancellor's office for all the documentation.
10. Functional users will let Linda know when they are ready for the Report Center training. Need to be sure to include Mallory Newell for this training. IR should have input on what type of reports would be useful.