

Conference Call with CCCApply
Meeting Minutes
April 10, 2014, 1:30-2:30 p.m.

Participants: Terry McCune, Lee McDonald, Kathleen Moberg, Joan Pena-Ferrick, Nazy Galoyan, Roland Amit, Henry Jung, Chien Shih, Linda Koyama

New CCCApply Deployment Steps

- Shibboleth up and running, very important step. Can now access the QA environment where testing and setup happens.
- Fully executed, non-fee contract needs to be in place before going live. Comes in an echo sign email (electronic signature). Contact at CCCApply: Keith Franco. Chien will take care of this.
 1. Included in the contract: standard application
 2. bog fee waiver
 3. international application
- **Administrator in QA**
 1. Place where terms and majors, rules and supplemental questions are setup
 2. Kathleen and Nazy are authorized; they can add authorize additional people for both the Administrator and the Report Center. ETS should also have 1 or 2 authorized users for both Administrator and Report Center.
 3. Refer to User Guide and Staff tools (will be posted on FHDA website) Contains info about the administrator, report center, and downloads.
 4. Setting up majors: There is a file available in the administrator with bogus majors that you can export out to see the proper format as an excel file (some fields are not used yet). The next step is to export out the majors from XAP and copy and paste into the proper format. Then, import them back in to the administrator. Important to have this done before Lee starts the downloads.
 5. The administrator is similar to the XAP control center.
- Contracted with Lee McDonald. Huge benefit to have him involved with his experience. Not available 4/16. 4/17, 4/21-4/25.
- **Portal College heading branding**
 1. All applications are college specific.
 2. Kathleen and Nazy please create a brand image (logo) as a png or jpeg file and send to Susan and she will make it the correct size 607 x 63. Susan will send it to Terry who will forward it to Unicon and install it in QA. Need it before it's moved to production.
- **Downloads**: We will depend on Lee to take care of the details. (CCCID into Banner). To load terms and majors should only take a couple of hours. It may be more useful to finish this before Lee starts working on the downloads so that we have real info in place.
- **Supplemental questions**

Example will be posted on the FHDA Tech website. (xml code). Can tweak the questions to make them pertinent for De Anza and Foothill. We no longer need a supplemental question for Title IX survey; it's included in the needs and interest page as part of the standard application. You would set up a rule in the administrator to have an e-mail sent which would use the same url link that's in the e-mail currently.

- Master contract with XAP expires June 30th, 2014. FHDA has extended their contract to move the history to CCCApply.
- **Report Center**
 1. Place where you can look at all your submitted applications
 2. To look at the historical XAP applications
 3. Public Folder. Standard reports around subject areas i.e. residency, AB 540. Look up reports by last name or last 4 of SS#. Don't need a lot of training.
 4. Can set up training sessions by Patty Donahue. ETS will let Terry know the dates.
- **Rules and Messages (3 types) in administrator**
 1. Rule and e-mail with appropriate info (i.e. Title IX).
 2. E-mail to a staff member.
 3. Prevent an applicant from submitting application (i.e. visa type B1 or B2)
 4. ETS will assign a technical resource to help both colleges
- **Project Planning**
 1. Once downloads are working, then we'll need to do extensive acceptance testing. We need to run all the way to populate Banner, start compiling test scripts. Need a wide variety of test cases including different citizenship status, military status, and different ages.
 2. Changes to college websites: Need to identify all links to the apply button so the changes are ready when we go live.
 3. When you select a college on CCCApply, it now sends the applicant back to the college website. The new system has no introductory page. If you have info in the top half of the XAP introductory page, you need to think about putting it on your website.
 4. Helpdesk: On the day we go live, a field will be updated so that the helpdesk knows that if someone is trying to submit an application to one of our colleges and they call the helpdesk, the helpdesk will know to provide support as opposed to referring them to XAP.
 5. Since a student can apply to both De Anza and Foothill for the same term, on the district tab in the administrator, there is a field that needs to be set that allows students to apply to both for the same term.
 6. When testing is completed and we're ready to go live, we need to schedule a **check list meeting** with Terry, approximately 2 or 3 weeks prior to going live.
 7. Once everything is complete on the checklist, then **production set up** will take place (couple weeks before going live).
 - a. Unicon will move over the download key store, metadata for Shibboleth and logo.
 - b. We will export our terms and majors, supplemental questions from QA and move them over to production.
 - c. Download applications would run.

8. On the **Go live date**, website apply links are changed, disable any terms in XAP control center.
 9. BOG fee waiver applications: CCC Apply will pull all those applications from XAP and have them available in a table in the report center. Requires a separate download job. Much smaller project than standard application. Can implement them simultaneously if you have the resources, going live with the standard application first and then BOG a few weeks later.
 10. Go live date currently scheduled Oct. 1, 2014. May be able to move it up. Functional users are concerned about the time it will take to do sufficient testing. Terry cautioned not to lose momentum, to keep it moving along.
 11. ETS will work on the milestone calendar so everyone can review it and comment.
 12. XAP Downloads. Special downloads need to be set up for each college. Terry will send specifications and help walk us through it. Need to create a special project to download all applications from XAP.
- Questions
 1. Green card number: Any special formatting, let Lee know.
 2. Retrieving passwords: Process for account recovery much easier than XAP system. Helpdesk is much more responsive; 85% of the time they should be answering the phone within 30 seconds.
 3. Non credit modules: Many colleges have requested this. Need to let members of the steering committee know.
 - Terry is available if you have any questions. mccunete@cccnext.net