

Campus Systems Users Group (CSUG) Notes – July 10, 2012 Meeting Notes

Members Present: Constance Chambers, Diane Davison, Adria Edwards, Loren Edwards, Kathy Elkins, Toni Haley, Tracey Haney, Katrina Hermosa, Gilbert Hernandez, Delores Lee, Gary Lo, Robert Masuda, Mark McKellip, Terry Molano, Stephanie Monge, Timothy Mozia, Helen Remigio, Ormond Rucker, Martin Simpson, Lisa Stallworth, Shelby Stueve, Michelle Taylor, Elcee Teng and Brian Thiele

The meeting was chaired by Brandy McLelland, Director of Student Information Services and Registrar

System Updates

Admissions – Michelle Taylor

- July 15th is the document deadline
- 4,500 emails and letters were sent out
- 1,000 students completed their files in June
- 2nd round of 3,500 emails were sent out (500 to 600 are enrolled)
- 2,700 incomplete files

Advising – Loren Edwards

- Summer office hours are 8am to 6pm Monday through Thursday and 8am to 5pm on Fridays
- Moving to Hybrid advising with the scheduling of appointments only from 8am to 2pm
- Walk-ins will still take place from 2pm to close of office

Class Scheduling – Tracey Haney

- Working on Spring 2013

Course Catalog – Tracey Haney

- Working on Fall 2012 updates
- Curricular changes have gone to faculty for confirmation
- Posting of Fall 2012 to website TBA
- Currently meeting with vendors who will host the catalog on their site and provide electronic updates and revisions. This will cut down on the man hours and 3-place storage of current catalog

College of Extended & International Education – Timothy Mozia

- Summer session I ended on July 6th
- Summer session II began on July 7th

EOP – Katrina Hermosa

- Summer Bridge started last week with 300 students and will end on August 3rd
- Acknowledged the Financial Aid, Records and University Advisement Center for their assistance

Financial Aid – Delores Lee

- Over 1,300 files to be reviewed

Human Resources – Adria Edwards

- On Wednesday, July 18th, the Chancellor’s Office will be hosting a webcast to stakeholders of the Common Human Resource System (CHRS) to kick-off how the project will be communicated to the campuses and to answer any questions. The initial stage of this project, which is standardization initiative of business processes across the CSU is currently in process.

Student Financials – Brian Thiele

- Introduced the new Assistant Manager Kathy Elkins
- Disenrollment email went on Monday to 1,800 students regarding outstanding balances; they have until Wednesday to pay and/or make payment arrangements
- Every Thursday, disenrollment emails will be sent

Student Records – Mark McKellip

- Disenrollment letters to (200) academically and (200) remedial disqualification students will be going out

Transfer Credit/Advising – Brandy McLelland

- Have started working with Business Advisement Center to build “shadow database” to major articulation into PeopleSoft

Presentation – Educational Opportunity Program (EOP) – Katrina Hermosa

- **What is EOP?**
 - EOP provides admission and academic assistance to accommodate the needs of students who are historically low income and educationally underserved.
 - Admission criteria:
 - California resident
 - First-generation college student
 - Incoming freshman
 - Low-income
- **EOP Admission Business Processes**
 - **Utilizes the XAP functions to:**
 - Set up term controls
 - Set up notice to applicants; remain active on CSU Mentor
 - Set up application follow up tasks
 - Outlook is also used to send email notices
 - Various messages are sent to students with a certain timeframe
 - Send emails weekly before the August 1st deadline
 - **Utilizes PeopleSoft functions to:**
 - Set up CSU EOP income criteria
 - Update to-do lists

- Use queries to gather data and determine eligibility
- Use student services center to gather data and determine eligibility
- Use EOP admission tracking to gather data and determine eligibility
- Code applicants as APPL
- Code new EOP students to EOP student group; codes change every year
- **EOP Advising Business Processes**
 - **Utilizes PeopleSoft functions to:**
 - Use student services center to gather data to advise students
 - Use service indicators to place and remove EOP holds
 - Holds are placed on students so they cannot change their schedule without seeing an advisor
 - Use academic requirements to advise students and complete GE worksheets
 - Group advising workshops are scheduled every semester and their GE worksheets are updated
 - Use schedule planner to help students register for courses

Next meeting: Tuesday, August 14, 2012 at 10:30am in the LSU