Open CCCApply Checklist Conference Call Minutes
August 6, 2014 11:00 a.m.-noon

Participants: Terry McCune, Joan Pen-Ferrick, Barry Johnson, Atousa Pojhan, Robert Buser, Roland Amit, Lee McDonald, Chien Shih, Mahmood Hasan, Jerrick Woo, Jim Clow, Ryan Anthony, Linda Koyama

Question: Extra long supplemental questions requires student to scroll to the right. Ticket has been submitted with Unicon; Terry will look into the ticket status. Terry needs to play with it to find a workaround.

DEVELOPMENT:

- Important to visit Opencccapply.org to sign up for the listserve for updates and future communication.

- Additional questions not natively mapped to banner: New fields including Title 9 question, whether they've been expelled: available for download for historical info.

- CCCID can be found in the additional identification tab of the SPAIDEN form.   Key field for looking up applications. Will be an important MIS field.

- Report Center training has been scheduled: August 19th, 1-3:30 p.m.

- Branding images: Emails can have branding logos. Part of WYSIWYG editor.

- Updating DA and FH websites: In XAP there is a customizable introduction page. We need to think about what info we would like to include on our colleges' websites that was available on the XAP intro page. New system does not have an introduction page. Both colleges need to update website and change links (need to make sure all links are changed).

- If you create a new page that you want applicants to be sent to, let Terry know. CCCApply.org will send applicants back to your website for the first page of the application. If it stays the same, we're fine.

- Logos in place in production. A lot of test applications, good news.

DEPLOYMENT:
- Terry opened a ticket with Unicon to move key artifacts from QA to production: Logo, download key store so we can run downloads, and Shibboleth metadata. Requires a restart with

production servers. Gives us capability to access production administrator to set up rules, majors, supplemental questions, production download. Terry will let us know when it's completed.

- Migration into Production:
  - Administrator: Terms and Majors in export out of QA administrator and import into the production administrator (make sure they are current). Make sure don't copy any test terms.
  - Rules: Copy and paste messages and rules.
  - Supplemental questions: Import xml file into production
  - College and district tabs are filled in with the correct information (very important) Info (A & R phone number, e-mail address) will show up on the confirmation page. Make sure the box is checked that allows student to apply to both colleges.

- Terry will set up first few authorized users for the administrator and report center. Roland Amit (Foothill), Joan Pena-Ferrick (De Anza).

- Set up production downloads. Make a complete copy of the transfer client folder for each college. Good idea to have a copy of the transfer client folder in case we add fields to the download for testing. Each campus has its own file. In the job file, we need to make sure that production url parameter is changed (refer to the user guide). May choose to change the file directory or file name. No problem running test and production on the same server in a different directory.

- Once majors and terms set up, enter one or two production applications using the production url for the download job so that it's pulling applications from production (week of Sept. 2nd); don't need to import into Banner.

- Set a firm go live date (turn XAP off on 8th, go live tentatively Sept. 9th) . Will stay in communication with Terry regarding time and date of go live. Terry will handle communication between Help Desk and Unicon (at least 2-3 days prior to go live date). Confirm with Terry the week of Sept. 2nd for go live date and time.

- Go Live Date Checklist:
  - Update changes to import process in Banner system (CCCID).
  - Update websites for new links. (Contact Andrea Hanstein-FH marketing, Bradley Creamer and Julie Ceballos-DA.)
  - Disable the terms in the XAP system.
  - Remove colleges in XAP drop down list (Ask XAP).

- Will schedule two more test sessions for both A & R depts.

- Lee recommends to download applications into a different directory simultaneously to process XAP applications on the back end. 80-90% of colleges are cutting over cleanly, not processing both. Turning off XAP on the 8th, and start Open CCCApply download on the 9th.

- After we go live ,ETS will need to set up a special project in the XAP control center which will create a special transfer job to a secure website which will be downloaded into a target table in the report center to be able to look up old applications from XAP. Terry will send specifications (15 minute meeting).

- Linda will send Terry a list of people to add to the production administrator and report center.