Open CCCApply Meeting with Marketing Minutes
August 26, 2014 9-10 a.m.

Attendees: Bradley Creamer, Joan Pena-Ferrick, Atousa Pojhan, Nazy Galoyan, Roland Amit, Chien Shih, Jim Clow, Linda Koyama

1. New and returning students will need to complete an application in Open CCCApply. (Continuing students will not need to submit an application). If they have already applied at another college for Open CCCApply, they will not need to apply again.

2. What we need to coordinate to change to the New Open CCCApply:

   a. **New landing page** –the XAP introductiory information page in XAP is not available for Open CCCApply. We will need to create an information page for each college that will have a link to the Open CCCApply application. Roland has reviewed the landing pages from San Mateo and Cuesta and drafted a landing page for Foothill which he will send to everyone. He is suggesting that the URL be "foothill.edu/apply, deanza.edu/apply" with a hyperlink jumping to the Open CCCApply application.

   b. Open CCCApply will go live **September 9, 2014, 8 a.m.** Both colleges will meet in D260 on the 9th @ 8 a.m. We will disable XAP and change all the links on both colleges' websites from XAP CCCApply to the college info landing page.

   c. Download from both XAP and Open CCCApply applications will be loaded into Banner in parallel for a limited time.

   d. No need to add an announcement to students (Portal announcement, email) .

   e. Using the language from Roland's revised info page, modify the current XAP landing page warning students of the upcoming changes, including we will stop accepting applications on a certain date and time (i.e. Sept. 8th at midnight) and that the new system will be available on Sept. 9th at 9 a.m. Roland will send his draft to the web team at De Anza.

   f. We will test the week of 9/2/14 in production.

   g. Have Lee McDonald on stand by on Sept. 9th. ETS will notify Terry of our switch over date and time.

   h. Some non-residents were being stuck in SWACCAP; Roland will touch base with Anthony.

   i. Holds for 5 states applications are being applied too late and only for the term. Joan needs a report.

   j. Foothill needs report of international students without holds (not getting holds and are able to register).

   k. Terms and majors. Files are ready, need to be moved into production by 8/28/14. Will still need "undecided" option with a disclaimer that they will not be eligible for priority registration or financial aid.

   l. Rules need to be in production by 8/28/14.

3. MLC may not be available from Sept. 8-10th