Audit Resolution Meeting

Friday, January 16, 2015

HR Conference Room

Attendees: Adela Esquivel- Swinson, Amany Elmasry, Calvin Madlock, Charlotte Smith, Dave Nguyen, Dominique Benavides, Joyce Brown-Willis, Michael Orkin, Michael Dioquino, Ranell Holmes, Roderick Fajarda, Thomas Wong.

Meeting convened at 2:07 pm

**Meeting minutes**

No changes to the minutes.

**Discussion**

The purpose of this meeting is to discuss the two priority issues.

• Reporting enrollment status files to the NSLDS.

• Student data that is not being reported to the COD within the required 30 calendar days.

The new file is due on February 1st and it is for currently enrolled students in Spring 2015 semester. However, they are past due two semesters.

The four help tickets need to get resolved in order send an accurate file to NSLDS by the requested date.

Ranell addressed the ticket about students with invalid majors (IM majors). The request is to update those invalid majors. The students’ major has to be defaulted to the one according their campus.

Not only financial aid students need to be updated. All students who not have a major that ends on E, M, or S need to be updated. If this issue is not corrected, the report will continue to be rejected.

Students with undecided majors- Four new undecided majors have been created for each campus, if they do not have a CIP code; they have to request it so it can be placed. Students have to be in the correct major that says that they are undecided. If they do not have a CIP code they have to associate them with a CIP code for general studies.

Amany clarified that Certificates of Proficiency should have a CIP code. If students are in a program, they should have a CIP code. The ones that do not have a CIP code are from the old plans.

Ranell explained that they are working on a technical solution; however, they might still require a manual process. There are students that have multiple careers. If the student has multiple careers in PeopleSoft, the system does not know which one to choose.

Joyce will run the query and determine how many students they need to manually be fixed. The goal is to reduce the number of students that need to be manually fixed.

Adela suggested having a date by when they need to know how many students need to be manually fixed. It can take an average of 5 minutes to manually add a student plan. Therefore, it is important to have a timeline in order to get people start working on these issues.

Even if all the invalid majors are fixed and they submit the report on time, they need to ensure that the data is accurate.

**Update on the other three tickets-addressed by Joyce:**

* Students who were dropped from the census rosters and got a W and from the attendance rosters and got an F – Kyu has thousands of enrollment request IDs that need to be processed. Joyce has attempted to process them and she gets an error message. Teresa is looking into Joyce security to see why she cannot properly drop students with the process that Kyu has.

The solution for the census rosters with the W grade is to remove the W grade with the appropriate date. The solution for the attendance rosters with the F grade is to remove the grade which will place the student back into the class. Then the student will have to be dropped with the appropriate date with a W.

* Process where instructors go into the census/attendance roster and drops students. With the fix the system will immediately drop the student and withdraw them instead of waiting until the end of the day to withdraw them. The issue was that for students who were dropped and it was their last class, it will give the wrong data.
* Waiting on assigned IT staff to put the fix into the environment. The fix is to make the rosters available 7 days prior the due date. This should help for the issue where W grades are being posted correctly.
* Additional issue: Students with no grade issue- Pending; Joyce will run the query today.

**TD client**

Issue: Student data is not being reported to the COD within the required 30 calendar days.

The goal is to find a solution that will avoid future problems.

Michael has sent the scope document to the key stakeholders for their review. Tom will send it to everyone in the committee and hold it as documentation for auditing purposes.

Status: David and Michael are working on getting all the requirements needed for the implementation.

Timeline: The audit resolution work group is targeting to have this process done by March 1st.

**Adjournment**

Next meeting: Friday, January 23, 2015.

Meeting adjourned at 2: 54 pm.