

MEETING MINUTES

January 6, 2022

1:30 – 2:30 PM

ZOOM phone/video conference

Expected Attendees

Anticipated Attendee	Representing	
Michelle Ransom, Chair	UC San Diego	X
Vice Chair	(vacant)	
Secretary	(vacant)	
Rena Martinez-Stlutka	Past Chair, Fullerton College	
Michelle Pena Hines	Bakersfield College	x
Justine Kincade	College of Sequoias	
Michael Simpson	Contra Costa College	
Steve Waterhouse	El Camino College	
Paul Pham	El Camino College	
Michelle Morris	Glendale CCD	
Austin Kemie	Glendale CCD	
Mitch Leahy	Santa Rosa Junior College	
Clark Ray	Santa Rosa Junior College	
Rocio Rubalcava	Los Angeles City College	
Beatriz Rodriguez	Los Angeles City College	
Andrew Alvarez	Los Angeles CC District	

Anticipated Attendee	Representing	
James Fitzsimmons	Los Angeles CC District	X
Hong Nguyen	Los Angeles CC District	
Maricela Arevalo	Los Rios CCD	
David Sahakyan	Los Rios CCD	
Lorena Lopez	Pierce College	
Vivian Meshriky	Pierce College	
Kristine Ayvazyan	Pierce College	
Veronica Fisher	Reedley College/ State Center CCD	x
Mark Liang	Santa Ana College	
April Grommo	CSU CO	
Enoch Woo	CSU CO	X
Nancy Umphres	CSU CO	
Janice Miller	CSU Long Beach	X
Nita Guzman	CSU Northridge	
Riel Palis	CSU Northridge	
Camille Rieck-Armstrong	San Francisco State	X

Anticipated Attendee	Representing	
Renee Monte	San Francisco State	
Laura Chavez Hardy	UC Office of the President	
Hannah Frankel	UC Berkeley	X
Alex Ruiz	UC Riverside	
Anthony Schmid	UC Santa Barbara	X
Monterey Sims	University of Phoenix	x
Suzy Eagen	University of Phoenix	x
Sean O'Reilly	XAP	X
Steve Klein	CCC Tech Center	X
Mark Cohen	CCC Tech Center	X
Valerie Lundy-Wagner	CCCCO	
Deb Barker-Garcia	CCCCO	
Gary Bird	CCCCO	
Nabil Fares	CCCCO	
Bryan Snow	CCCCO	X

ZOOM Participant/Meeting Details

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/873581329> [See invite for password]

Or iPhone one-tap (US Toll): +16699006833,873581329# or +16468769923,873581329#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 873 581 329

International numbers available: <https://zoom.us/j/873581329>

A. Introductions

- 1. Roll Call (Michelle Ransom)
- 2. Accept Minutes from prior meeting (Michelle Ransom)

Minutes were accepted by Janice Miller and seconded by Michelle Pena.

- 3. Agenda review/revision (Michelle Ransom)

No additions or revisions

B. Committee Business (Open Meeting)

- 1. CCC Tech Center Update (Mark Cohen)

No new business to report.

- 2. XAP Sales Update (Sean O'Reilly)

No update to report since last meeting.

- 3. Update: Rollout of support for Area F (Mark Cohen)

Sean sent out a communication to the eTrans listservs prior to break, and again afterwards. The email outlines what is changing and needs to be updated, and that that this update will be required to be in place with the launch of support for Area F (in late June 2022). These emails included a draft data dictionary with these changes. Sean has also reached out to eTrans CA participants to call for participants in user acceptance testing.

Sean reported that he has received responses from LACCD and several CSU's interested in participating in user acceptance testing; Sean will be reaching back out to eTrans CA members to find additional CCC's interested in participating

Steve Klein asked how we are messaging these changes. Sean replied that he is sending out messages in regular intervals, with reminders scheduled to be sent closer together as we approach the release date. Sean is also setting up a board to monitor participants progress towards implementation. It was also noted that colleges integrated through a transcript vendor will need their vendor to make the necessary

changes. Parchment has been contacted and is aware of the changes to be made, though will need to be contacted by their customers relying on this integration for these changes to be developed and implemented.

It was noted that eTranscript CA colleges receiving data, will also need to make changes to accommodate Area F or their current processes may break.

4. Review Monthly Usage Report (Mark Cohen)

The usage report was not updated prior to this meeting, the report can be viewed at https://docs.google.com/spreadsheets/d/1QWvsPgd_J5lrQr2QGpO0OakudZUpyB-rvb3v9zMefLo/edit?usp=sharing

C. Closing

5. Roll Call (Michelle Ransom)

Next Steering Committee Meeting – February 3, 2022