**OAA Workgroup Meeting Notes**

May 23, 2018

Participants:

WSSSC: Matt Campbell, Ruby Campbell

CDEO: Brenda Valles

ARC: Janet Garza, Mirranda Saari

DSSC: Monica Olsson, Alyssa Jones

MSSDC: Maribel Jiminez

RPC: Sheila Delquadri

RS: Chelsea Good

Transitional Studies: Kim Ward

State Board: Joe Holliday, Tara Keen, Carmen McKenzie, Scott Copeland, Ruben Flores, Joe Carl, Ray Gartner, John Henry Whatley, Jill Hammitt, Darby Kaikkonen

Joe Holliday welcomed new members representing the State Board, the Disability Support Services Council (DSSC), and Clark College. Joe also provided a recap of the April Workgroup meeting (see April meeting notes) and a refresher on our group’s purpose: to determine what our colleges want from the OAA to inform RFP development. At the same time, we have been asked to assist with implementation of WACTC-approved recommendations for modifying the existing OAA, both legacy and ctcLink. Resolving issues with the Citizenship section of the OAA is important regardless of whether there is a new product.

Joe H also reported on progress in three areas since the April meeting:

1. a WSAC list of Washington and adjacent state Tribes used to determine residency for tuition purposes can be used to replace an inadequate list of Tribal affiliations in the current OAA; it is step in the right direction
2. in the Gender category, it appears do-able in legacy to add a third selection after Female and Male, either “Other” or “X” (Intersex); it is more complicated in ctcLink because changes in the CS pillar need to be aligned with the HCM pillar; a meeting was held with the SBCTC HR director to investigate this
3. we now have an OAA Workgroup listserv that will facilitate regular communication; SBCTC will activate it this Friday and notify Workgroup members

Tara Keen then provided an overview of the RFP process and key dates, and shared a list of RFP requirements from the original RFP process. In the flowchart, this Workgroup is the sub-committee, and the committee is WSSSC (Student Services VPs). Instruction Commission (IC) will also review our work. There is a joint meeting of WSSSC and IC this July that will provide an opportunity for that. After discussing the key dates and getting a rough estimate from Tara on how long the various RFP timeline elements take to complete, it was determined that Deployment 4 was more realistic for us to align with. Tara will produce an estimate and timeline based on that determination.

It was clarified that our task is to replace the OAA bolt-on that integrates with the already developed admissions process. There is also an option that would make an RFP process unnecessary, whereby solutions to known issues with the OAA could be handled internally by staff using PeopleSoft tools. There are pros and cons to both approaches, for example you know what you are getting when you buy a product, but on the other hand you are “locked in” to what the product does and give up some flexibility. Known issues with the OAA include accessibility, navigation, and the issues identified previously by the OAA Workgroup, e.g. citizenship and gender. Determining OAA requirements could serve both purposes—giving us enough information to determine whether a third party product is needed or not. Some items on the OAA that are required by RCW or WAC will always present a challenge to the application experience, but they are unavoidable.

There was discussion about how to get staff, student, and prospective student input on their experience with the OAA. Workgroup members can be given an opportunity to complete the OAA in a test space. There were Listen & Learn sessions that were recorded that can be accessed by the Workgroup. A student survey was also suggested. DSSC has some experience with live student surveys. Some colleges have prospective students complete the OAA in group settings (e.g., computer labs). TCC might do this? It would be possible to get student input in these settings.

Joe H asked Carmen and Scott to reflect on previous RFP experiences and “lessons learned.” It is important to ask, “What problem are we trying to solve here?” before getting into details. Joe H expressed the desire to identify guiding principles or ideas that will remind us of our purpose and keep us on track. For example, a thread that runs through the WACTC-approved recommendations (see above) is inclusivity; i.e., prospective students seeing themselves in the application categories, for example gender and citizenship.

There was brief discussion of the Citizenship section in the OAA, an issue we continue to wrestle with. Joe H shared Matt’s Campbell’s ideas in this area in advance of the meeting. They can be re-distributed through the OAA Workgroup listserv. Maribel asked for clarification on whether the citizenship question is used just for determining tuition rate. Janet responded that it also is needed to establish residency and serves as important information in connecting students to waivers, scholarships, need-based aid, etc.

Joe H asked Workgroup members to watch their email Friday for a message welcoming them to the OAA Workgroup listserv, with instructions for subscribing.

Homework that was identified:

1. Timeline guidance for a Deployment Group 4 targeted completion (Tara)
2. Overlay of Current Extension Alignment to Requirements and Gaps (Tara)
3. Provide link to recording to Listen and Learn Session on OAA (Joe C)
4. Provide information on how workgroup members might be able to test the OAA (Joe C)
5. Send Matt’s suggested Citizenship options to OAA Workgroup listserv (Joe H)
6. Track down background for why citizenship question is on OAA (Joe H)

Next meeting is June 8 at 1:00, WebEx (a meeting room at SB would be preferable, for those working in cubicles)

July meeting is July 23 at 1:00, WebEx (meeting room option is preferable)