GROSSMONT-CUYAMACA CCD
ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE (ATAC)
Meeting Notes
February 25, 10:00am – 11:30 a.m.
Videoconference between Cuyamaca I 107 and Grossmont Distance Ed Room

Attendees: Danene Brown, Jerry Buckley, Joan Burak, John Colson, Victor Devore, Henry Eimstad, Connie Elder, Linda Jensen, Kerry Kilber, Brian Nath, Wendy Stewart, Susan Topham, Sheri Willis

1. Administrative Systems

    a. Colleague

        i. Census reports – Sheri reviewed how census dates were dynamic in nature and how they impact Large Class Bonus and Teaching Assistant reports.

        ii. Document imaging

            1. Health Office at GC- pending

            2. Other areas will be researched after the above are complete; doc types for Admissions & Records have been setup in the Test environment

        iii. FA potential over payment for HS students – meeting scheduled on Wednesday, March 2 to review current status

        iv. FA reduction of fees owed

            1. Reduce check amount- testing complete

            2. Post to Colleague – in process; work will commence after the Spring semester begin of term projects are completed

        v. New regulations for Chapter 33 students were reviewed by Linda Jensen; these impact how refunds are processed

        vi. Non-degree applicable totals on transcript – testing is in process; challenge with coding of remedial and basic skills sections prior to Colleague implementation in Summer 2008

        vii. Pre-requisites – hard block, soft blocks, rosters, and dropping; there is a task in process to review the definition and enforcement of pre-requisites; Brian will check with the VPI's to determine the timeline

        viii. Testing in progress for custom code and new software upgrades; Sheri will create an "executive summary" of changes and review with key users

        ix. E-commerce 4.0 – new credit card regulations; this will need to be implemented after latest set of software updates have been installed

        x. Need to review WebAdvisor enhancement list pending software upgrades

    b. Financial Aid- ProSAM; WebCT/BB – Demonstrated existing capability; approach appears viable; need to work with CE to setup base course/section information; Sheri will work with Michael/Ray regarding next steps for a March pilot

    c. Advancement software and web site – Your Membership site is being developed; will work with Foundation Office and Sahar for implementation of BluePay

    d. Web site project – first web group meeting scheduled on March 7; this group will work on an implementation timeline

2. Technology infrastructure

    a. Office 2010; goal is to push the installation during the week of February 28th; taking the update is optional until the Fall semester
    b. Wireless upgrade continues

    c. Cuyamaca – Library remodel, upgraded wiring – these are complete

    d. Planning for Exchange upgrade – infrastructure has been upgraded – goal is to complete during the Spring term

3. IS staffing – reference checking for Programmer/Analyst IP; interview for Tech position IP

4. Other issues/new requests

a. Linda reported that non-resident tuition is being increased to $190 (from $186) effective Fall 2011 and asked that those in charge of printing this information in the Class Schedule make sure that appropriate changes are made

b. Payment plan "termination" dates were reviewed; Linda's office to review options; as there are only a few of these, Linda's office will review prior to each Drop for Non Payment process

c. Total Withdrawal Survey – John Colson

    i. Discussion about how to collect information from students when they drop from all classes; Laith/Victor will work with Research to "query" students with 0 units as of a specified date and then e-mailing them a link to a brief survey

d. Faculty Evaluations – Henry

    i. Henry to ask Steve Baker about the current discussions on this topic.

5. Meetings for 2010-2011 (10am-11:30am)

    a. 3/18
    b. 4/15
    c. 5/20
    d. 6/17