

**GROSSMONT-CUYAMACA CCD
ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE (ATAC)
Meeting Notes**

April 15, 10:00am – 11:30 a.m.

Videoconference between Cuyamaca I 107 and Grossmont Distance Ed Room

Attendees: Shirley Hughes, Danene Brown, Connie Elder, Susan Topham, Joan Burak, Victor Devore, Julianna Barnes, Wendy Stewart, Pam Wright, Linda Jensen, Michael Copenhaver, John Colson, Kerry Kilber, Brian Nath, Sheri Willis

1. Administrative Systems

a. Colleague

i. Document imaging

1. Health Office at GC- pending
2. Next priority is the doc types for Admissions & Records and a meeting will be scheduled with Cuyamaca A&R within the next two weeks
3. Grossmont Veteran's Office has requested implementation of document imaging

ii. FA potential over payment for HS students – potential overpayment amount is decreasing; research IP for "unknown" students

iii. 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

iv. New regulations for Chapter 33 students – meeting was held to review process for refunds to be returned directly to students and for refunds to be returned to the VA

v. Non-degree applicable totals on transcript – unofficial and official version in PROD; new transcript form received; some discrepancies found in historical records regarding coding of non-degree applicable work that is being researched/identified for correction

vi. Request for transcripts via WebAdvisor/Credentials - IP

vii. EOPS/DSPS and use of CASM (contact summary) feature – meeting was held to review process; just received input from EOPS regarding codes for Types and Purposes

viii. Implementation of CalWorks module – working with department staff on defining positions

ix. Testing in progress for custom code and new software upgrades is in process

x. E-commerce 4.0 – 3CDUG webinar on 4/26 that Sheri will attend

xi. Need to review WebAdvisor enhancement list pending software upgrades

xii. Web Reporting Definitions – LED vs FTEF; for now, use FTEF (LED) for columns titled LED; at some future point, we can transition away from the term LED

xiii. Size of wait lists for Summer; use 25 for both GC and CC for Summer 2011

xiv. Registration appointments for Summer – DIT recommends that appointments for Stop Outs be calculated but no e-mails sent; tentative numbers as follows:

1. Special populations - 4396
2. Continuing - 26933
3. Stop outs - 8841
4. New applicants – 9,354

After discussion, ATAC agreed that NO e-mails would be sent regarding reg appointment date/time. These will be calculated on Monday, 4/18 and students will be able to view this information on WebAdvisor.

b. Financial Aid- ProSAM; WebCT/BB – ProSAM on hold; Use of BB delayed until August

c. Advancement software and web site; graduate information has been sent to Alumni Finder for "cleansing"; OK received from both A&R Offices.

d. Web site project – next meeting 5/2; Intranet and District site IP.

2. Technology infrastructure

- a. Special note: Email server (gateway to internet) is down and impacts several aspects of email. Update – fixed about noon.
- b. Office 2010 - installation has begun- deadline is Fall 2011; email will be sent prior to the end of the Spring term reminding people to accept the update. Over 300 installations to date.
- c. Planning for Exchange upgrade – goal is end of Spring/beginning of Summer.

3. IS staffing

Instructional Design position internal posting closes on 4/15. Web/DBA position should be posted for internal candidates within the next couple of weeks.

4. Other issues/new requests

- a. Enrollment fee will increase to \$36/unit effective Fall 2011
- b. Meetings for 2010-2011 (10am-11:30am): 5/27, 6/17
 - i. Please note date change of 5/27 (from previous date of 5/20)