

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

Meeting Notes

May 27, 10:00am – 11:30 a.m.

Videoconference between Cuyamaca I 107 and Grossmont Distance Ed Room

Attendees: Susan Topham, Victor Devore, Danene Brown, Connie Elder, Joan Burak, Michael Copenhaver, Linda Jensen, Barbara Blanchard, Kerry Kilber, Pam Wright, Sue Rearic, Henry Eimstad, Sheri Willis

1. Administrative Systems

a. Colleague

i. Software Upgrades – installation requires 3 down days (Wednesday – Friday)

1. Possible windows are 6/29 – 7/1, 7/6 – 8, 8/3 – 5 –7/6 – 7/8 may be the best dates but any date depends on the completion of the upgrades in the test environment; Information Systems will send out more information as the work progresses

ii. Document imaging

1. Health Office at GC- scanner setup; dept testing
2. Doc types for Admissions & Records – reviewed with CC; GC to be scheduled

iii. FA potential over payment for HS students – potential overpayment amount is decreasing; meeting scheduled on June 7 to discuss next steps

iv. Michael mentioned new regulations for Gainful Employment for institutions offering CTE programs; these involved reporting and disclosure

v. New regulations for Chapter 33 students and DREG – update from Linda – suggestion for the VCO's to NOT protect Chapter 33 students from DREG; this will be reviewed at the next Veteran meeting (scheduled for June 6)

vi. Non-degree applicable totals on transcript – some discrepancies found in historical records regarding coding of non-degree applicable work; cleanup IP

vii. Request for transcripts via WebAdvisor/Credentials – training/testing to be scheduled

viii. EOPS/DSPS and use of CASM (contact summary) feature – meeting held to finalize approach; training session held; production scheduled by end of month; update – this has been implemented

ix. Implementation of CalWorks module – position scheme defined; looking at summer pilot; update – working to scheduling a training sessions with CalWORKS staff to “test” students and setup

x. E-commerce 4.0 – new version scheduled for June 2011 which will support card swipers

xi. After completion of the upgrades IS will schedule a meeting to review the WebAdvisor enhancement list

xii. New regulations for Distance Education – update from Connie/Kerry; enforcement 7/1/14, good faith effort required 7/1/11; more information needed about what to track/monitor

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

c. Web site project

2. Technology infrastructure

a. Office 2010 - installation has begun- deadline is 8/10/11; Brian working with Connie and Kerry to monitor

b. Planning for Exchange upgrade continues

c. Windows 7 implementation has begun

d. Sophos antivirus software is replacing McAfee; rolled out to District Office with no issues

3. IS staffing – Web/DBA is posted; Sr. Programmer/Analyst on hold

4. Other issues/new requests

a. Enrollment fee will increase to \$36/unit effective Fall 2011

b. Meetings for 2010-2011 (10am-11:30am): 6/16 @ 10:15

- i. Proposal for next set of meeting dates (to be reviewed at June meeting)
 - 1. Thursday, July 14 @ 10:00
 - 2. Friday, August 19 @ 10:00 (Friday before Fall begins)
 - 3. 9/16 @ 10, 10/14 @ 10, 11/18 @ 10, 12/16 @ 10
- c. Cynosure – online orientation and advising package; Cuyamaca wants to purchase and implement, GC has not yet discussed; Brian to review as well
- d. FTES Reporting – State defined issue; work group is reviewing