

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

July 26 Meeting Notes

Attendees: Victor Devore, Connie Elder, Susan Topham, Danene Brown, Laith Shammas, Mike Copenhaver, Kerry Kilber, Barbara Blanchard, Sue Rearic, Diane Glow, Brian Nath, Sheri Willis

1. Technology Plan – posted on Intranet
2. Administrative Systems
 - a. Colleague
 - i. E-commerce 4.0 and other options – as we are out-of-compliance, Information Systems will begin working on this project
 - ii. New regulations for Distance Education – there are state and national agencies attempting to develop standard agreements; it was suggested to review how GCCCD is handling this at DCEC where options can be discussed as a District
 - iii. Registration Priorities – completed successfully for Fall; there are changing State regulations as we move forward
 - iv. Pre-requisite enforcement for Fall 2012 – a few problems identified the first day; has stabilized since then; identified problems should be forwarded to Instructional Operations and/or Information Systems for review; current issues appear to be related to defining “equivalencies” to the system
 - v. Reporting of Special Populations for MIS – will need assistance from departments; DIT has reviewed and will be working with various department for Summer/Fall data collection
 - vi. Hire letters – revisions made; additional requests made and are in process for Fall
 - vii. Hiring Preference Report – may add wording on report to identify “equates”; may change name to be more indicative of content as it is not truly a preference report
 - viii. Spring MIS reporting – working on cleanup (a little behind); Summer is also due
 - ix. Online Transcript requests – starting to work on this project; it was suggested that approach/choice of vendor be reviewed
 - x. Software upgrades – we are a year behind and need to start to evaluate how and when these can be installed; may require that the system be down for a period of time which will be reviewed with ATAC and others before scheduling
 - b. Financial Aid- ProSAM; WebCT/BB – ProSAM migration in process; Use of BB will be delayed as the online orientation will not be offered for this coming year; Fin Aid will be redesigning based on new requirements/regulations; Mike will check with Ray to see if the server can be turned off; it is OK to “hide” from the internet
 - c. IFAS – collection of leave data in process; Payroll yearend roll is successfully completed
 - d. CurricUNET – task force meeting on a regular basis; GCCCD setup has begun
 - e. DARS – projected completion for Counselors is Fall 2012
 - f. Cynosure – Online advising and orientation; target completion date is December 2012
 - g. Data Warehouse/DSS – working with vendor to map data elements
 - h. Websites – working on a plan with vendor about who/how work will be done for first phase; working with Beacon Technologies; Anne Krueger is facilitating
 - i. SLO – Student Learning Outcomes – selection done; contract in process with Trac Dat
 - j. Image Now – compiling list of requests; additional licenses are required
3. Technology infrastructure
 - a. Digital signage – system installed; scheduling training
 - b. Data Center planned outages – GC Data Center (12/20 – 1/4 down); District Data Center (down over a weekend TBD)
 - c. Library system upgrade – in process
 - d. PC purchase – working on moving to Dell which will use Windows 7 and IE8
4. IS staffing – approved to recruit 3 programmer/analyst positions

5. Other issues/new requests

- a. Meetings for 2012:
- b. Will continue with 3rd Friday from 10:00 to 11:30 a.m.
- c. 8/17, 9/21, 10/19, 11/16, 12/21