GROSSMONT-CUYAMACA CCD
ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE (ATAC)
February 22nd Meeting Notes

Attendees: Amber Hughes, Pat Setzer, Connie Elder, Vanessa Murrell, Joan Burak, Marsha Gable, Linda Jensen, Kerry Kilber, Jeff Baker, Chris Tarman, Leif Christiansen, Howard Irvin, Brian Nath, Sang Bai

- Brian presented idea of different format or ordering of ATAC Agenda to first reflect new and relevant issues, then ongoing projects with changes in status, then ongoing projects with no changes in status

- Administrative Systems

    - Colleague

        i. E-commerce 4.0 – researching requirements and creating a project plan

        ii. Registration Priorities – Jeff Baker/Brian Nath reported status - new requirements needed for 2014 Fall -approved Student Success Committee by Dec 2013. Enrollment Priorities Task Force is looking at new requirements and goals

        iii. Fall MIS reporting – in process and includes Special Populations

        iv. Online Transcript requests – working with vendor on testing process – Mar goal

        v. Software upgrades – working with Ellucian to estimate scope for almost two years of software upgrade

        vi. Hire letters – working on fine tuning how "hours" are calculated; impact on MIS and 320 reporting

        vii. Add codes – expire midnight before census, different than Published date, OEOE are presenting a problem because of census date vs desired add period – will take further discusion

    - Financial Aid- ProSAM; – ProSAM migration in process

    - CurricUNET – on hold; VP's reviewing current status

    - DARS – projected testing of new system by counselors in Spring 2013, now testing w Evaluators

    - Cynosure – Online advising and orientation; target completion date is Summer 2013

    - Data Warehouse/DSS – working with vendor and Research to validate data

    - Websites – update on Phase I

    - TracDat – planning software

    - SIRSI – Library system – install new system Spring Break Mar 25th 2013

    - Accuplacer – new test vehicle for English and Math – Jeff Baker spoke to need for replacing existing assessment instruments for Math and Engl, and current discussions with Faculty and staff - looking at Fall 2013 for possible implementation

    - Business Process Analysis (BPA) – Payroll 3/18-19; Hiring 3/20-21

- Technology infrastructure

    - Wiring projects - Cuyamaca PE, District/GC Maintenance Yard

    - Exchange 2010

    - Windows 7 – Brian spoke to need for IS to prioritize to Windows 7 testing to facilitate install of new Dell Windows 7 computers

    - Printer standards vs copiers – Brian reiterated IS support of HP printers for Admin systems

- Other issues/new requests

    - Instructor Drop Roster – last date of attendance appropriately dated prior to census; impact on Financial Aid awards; A&R working on communications to faculty; sub-group to identify appropriate exception reporting process; Brian spoke to IS looking at adding a field in Colleague to better track drop activity via webAdvisor.   Also discussed was how best to communicate to faculty the need for timely drops.   Jeff Baker spoke to further discussions at VP and Cabinet levels.

    - GC Visix/Axis TV – training available only until March 2013

- Emergency Preparedness – Cell phone numbers for students via CCCApply – Brian spoke to request to change CCCApply to allow for "Cell" phone type instead of just "Day" and "Night"
- Brian reported Install of new computers in GC Bldg 10 should be done by Mar 1st
- Meetings for 2012:
  - March 15, April 19, May 17, June 14