

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE (ATAC)  
MEETING NOTES**

**FEBRUARY 19, 2015 – 10:00 to 10:45 a.m.**

**VIDEO CONFERENCE - CUYAMACA I-107 & GROSSMONT DISTANCE ED ROOM**

**ATTENDEES – Aaron Starck, Brian Nath, Courtney Williams, Dave Dillon, Doug Jenson, Julie Kahler, Katrina VanderWoude, Kerry Kilber Rebman, Marsha Gable, Scott Thayer, Sue Rearic, Taylor Ruhl & Tim Flood**

**New and Relevant Issues to Be Discussed**

1. Colleague
  - a. Software Upgrades
    - i. Contract with Ellucian to assist; last update was through April 2013
    - ii. New releases includes improved functionality for pre-requisites and co-requisites
    - iii. Downtime – Spring Break week of Mar 23
    - iv. Site contacts for testing – Laura Murphey, Vanessa Saen
    - v. Expected User testing to begin week of Mar 2, if not sooner – Testing will be in a test environment.
  - b. MIS reporting for Fall – In process – need college help in reviewing – Reporting was submitted for all expect Student Success data. A spreadsheet was sent out, Courtney Williams is putting together a report and feedback is needed by next week before it can be sent to the state and logged into Colleague.
  - c. 4 year CIP approval – VPs of Instruction / Instructional Office – Approval is still needed.
  - d. Hire Letters – Prof Dev hours via Colleague (Target May) – Brian Nath reported that they are looking at a new place to record data and they will come up with an approach.
  - e. NSC (National Clearing House) – Spring Submission in new format, not in Production yet, tied to Colleague upgrade
  - f. Fall 2015 – class schedule coding
2. Protecting AddCodes – phones and cameras – Brian Nath reported that there needs to be an awareness of the ability to take pictures of things. Research is still going on to find out how the incident with the stolen AddCodes happened.
3. OpenCCCApply – March target – The decision was made to renew with XAP, since OpenCCCApply doesn't have an international app and still might not when XAP's renewal comes up in June.
  - a. A&R Contacts (GC Laura M, CC Vanessa S)
  - b. Zeke Rogers – consultant – test downloads, and colleague data load next week
4. Need to Re-Apply / Catalog Right – This will be discussed at the Student Success meeting.
  - a. After break of two terms, same for both colleges, DQ does not affect need to re-apply
  - b. Going forward with Catalog Rights...
5. Transcript Requests – status – Soft GoLive this week (Eric checking)– training complete
6. Document Imaging – Implemented Doc Types in A&R – next steps – A discussion needs to happen about whether or not we centralize student documents into one location vs. individual departments and utilize Doc Type security, much like Colleague data.
7. Degree Verification – timing, empowering A&R – Evaluation office will look at the data today. Scarlett wants to set up a meeting, maybe have it next week. Aaron Starck will be sending Brian Nath a list of the Grossmont attendees. The Cuyamaca attendees will be Marsha Gable & Courtney Williams.
8. Ellucian Demo – Next steps – Student Success Committee discussion ?
9. Roll out Office 2013 in Spring 2015 – Discussion about email draft will happen at the ITAC meeting today. People can install this when they want to, but it needs to be pointed out that they should make sure they want it because the look & feel of it is different. There will be a summary sent out about how to install this with links & training videos. Sue Rearic asked if there will be workshops. Kerry Kilber Rebman said all 3 Help Desks will be ready for common questions.

- a. Drafting email to go to all users – looking at rolling out in March
10. Securing Customer Information / Security – Plan – This will be tasked to the new Technical Director, and a group will be put together.
11. Other – Katrina VanderWoude asked about moving email to the cloud. This will also be tasked to the new Technical Director and will get started hopefully by summer.

## **Information Items – Discussed as Requested**

### **Ongoing Projects with Change in Status**

1. CurricUNET – Meeting scheduled for Mar 6 2:30pm in 70-066
2. Workday Deployment
  - a. Material on the Intranet – check it out! (<http://intranet.gcccd.edu/workday/meetings.html>)
3. WebSites – next steps (Forms, Videos, etc, decommission of old server)
  - a. We are reviewing Forms options, and archive of old site options
4. SIRSI – Library system – moved – implementing MobileCirc to facilitate inventory – configuring iPads
5. Data Warehouse – Enrollment Management – working with vendor to specify an EDDI equivalent
6. CASAS/WIA – Continuing Ed / Grant project – IS will support 60 wireless laptops Griffin Gate, 70-066
7. SARS-MSGs – PO/Contract in process
8. HelpDesk Software – preparing vendor demo scripts
9. Wireless – Prop V Project; goal is for 100% coverage and include planning for BYOD; engaged HP for discussion on entire infrastructure (coverage and capacity will be included) – On Site this week, wireless assessment to be scheduled
  - a. Engineer on site week of Feb 23 for assessment
  - b. Increased capacity at GC in Griffin Gate, 70-066 – CASAS project

### **Ongoing Projects**

1. Colleague
  - a. Academic Program / Major – waiting for follow up meeting – who should update and where
  - b. DARS – For Students
    - a. Performance issue fixed – load testing is next
    - b. IS working on WebAdvisor interface, Disclaimer, accessible off campus, security
2. Wireless – Prop V Project; goal is for 100% coverage and include planning for BYOD; engaged HP for discussion on entire infrastructure (coverage and capacity will be included) – On Site this week, wireless assessment to be scheduled
  - a. Increased capacity at GC in Griffin Gate, 70-066 – CASAS project
3. Upgrade network Infrastructure
  - a. New Firewalls on order
  - b. Increase bandwidth across key college pathways
  - c. Planning for new Core routers

### **Meetings for 2015**

1. Consensus to schedule ATAC and ITAC as contiguous meetings; third Thursday of each month; ATAC starting at 10:00 and ITAC beginning at 10:50
2. Spring dates will be 3/19, 4/16 & 5/21