GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE (ATAC)
MEETING NOTES
SEPTEMBER 17, 2015 – 10:00 to 10:45 a.m.
VIDEO CONFERENCE - CUYAMACA I-107 & GROSSMONT DISTANCE ED ROOM

ATTENDEES – Aaron Starck, Brian Nath, Courtney Williams, Donna Hajj, Eric Lane, Julie Kahler, Katrina VanderWoude, Laura Murphey, Linda Jensen, Marsha Gable, Martha Clavelle, Michael Copenhaver, Sandra Ramos, Vanessa Saenz & Wayne Branker

New and Relevant Issues to Be Discussed

1. Colleague

   a. Software Upgrades

      i. Quarterly updates – DIT / Timeline – Eric Lane reported they are trying to get this on a scheduled cycle, with the goal to do an update every quarter. They won't know the effect of these updates until the update is done and the analysis is done as well. Wayne Branker asked if Ellucian could come out to see if A/R is using Colleague as efficiently as possible. Cuyamaca reported that would like this as well. Brian Nath stated he would speak to Sue Rearic about this request.

   b. Gainful employment reporting – Submitted – next file due Oct – Eric Lane reported there will be a custom prototype next week.

   c. WEB UI – roll out – Laura Murphey reported that training has begun at Cuyamaca and will happen soon at Grossmont.

2. Student Success

   a. SARS-MSGS – Working with SARs and Colleges – CC done, GC done – Brian Nath reported this is done. Courtney Williams stated she likes it, and there have been no complaints.

   b. State Initiatives – Ed Plan, Degree Audit?, Portal, Early Alert – Phase II – Brian reported talking to Barbara Fountain and Robyn Tornay with regards to the progress at the State on the Degree Audit and Ed Plan. It sounds like the their current goal is to have a pilot college in Fall/Spring 2017-18 with a program working on the new Degree Audit/Ed Plan system.

   c. Degree Audit for Students – installing student authentication module – Brian Nath reported that he will be talking with the vendor President about whether GCCCD can get installation help. We are also going to try and install this ourselves.

   d. Degree Verification – rolled out to A&R both campuses – Brian reported that IS is going to install the Student Authentication software on DARs for student Access and are still pursing vendor support to expedite the completion.

3. TES – Transfer Evaluation System – Purchased.   Training available. Next steps? – Eric Lane will send an email to Donna Hajj, Courtney Williams, Martha Clavelle, Dave Dillion, Vanessa Saenz and Sandra Ramos with the vendors information to contact them for training.

4. Refunds – Applied suggested fix – waiting for user feedback – Linda Jensen reported that the summer refunds went through ok, and that the fall refunds will be in two weeks.

5. Accuplacer changes – Web Report Manager – scores appearing – Brian Nath reported that the scores problem was fixed and Laura Murphey stated that all is working.

6. Transcript Requests – moving forward – working on transcript layout and formatting w Credentials – Eric Lane reported that they are waiting on the vendor for the next PDF mock-up. Once that is received, it will be sent out for reviewing.

7. HelpDesk Software – RemedyForce – Fall/Spring implementation – Brian Nath reported that the vendor has been chosen, and this will be for IS and ICS at both colleges. This software will route the request to the correct group when the problem is chosen. This is a ticketing system. It will alert you to where your request is, it's a higher level of metrics and response.

8. Roll out Office 2013 – memory, and email with install steps – Brian Nath reported that Debbi Smith & Steve Abat are currently working on an email to send out that will say how to see if you have 8Gig and where to find the download on your computer for Office 2013. He also stated that both colleges have purchased additional memory; Frank Gonzalez is working with Kerry Kilber Rebman on this at Cuyamaca and Myin Jones & Rick Kirby are working with Sang Bai on this at Grossmont.

9. Information Systems Projects - http://intranet.gcccd.edu/is/status-of-projects.html

Information Items – Discussed as Requested

Ongoing Projects with Change in Status

1. Document Imaging – Further Implementation of Doc Types (FA, EOPS, DSPS, etc.)

2. Office 365 - New Email – over the next few months – currently testing and migrating pilot mailboxes – Brian Nath reported that he would like to have mailboxes migrated by the fall term. Martha Clavelle suggested a differentiation be made between this issue and Office 2013 in the email that will be sent out regarding Office 2013.

3. DART – Degree Audit Articulation – Training done for Cuyamaca, Grossmont done

4. Colleague and Workday

    a. Hire (Semester Assignment) letters – accurate pay – in progress

5. G39 Reports Live – Data Warehouse – Katrina VanderWoude asked for an update on this. Brian Nath stated that Chris Tarmen is working with them on two outstanding problems.

    a. Enrollment Management – EMA (Enrollment Management Analysis) - report

        i. Prototype is done – working with vendor to finalize

    b. new reports and enhancements

        i. Specifically added enrollment and fill rates, to the Meeting Times by Room report and the Room Section Detail report.   Recent Mods allow a chair or Dean to filter by fill rates and see the days and times of all the sections which might a fill rate less than 60%

        ii. Added report to look at Academic Programs

6. Memory Upgrades

    a. Purchased for Grossmont

    b. Purchased for Cuyamaca

7. Network Infrastructure

    a. Wireless Assessment done

        i. HP Aruba acquisition and new product line

        ii. developing implementation plan and costs

    b. Infrastructure assessment done

        i. New Firewalls purchased

        ii. new routers and core switches to be purchased

8. Workday - Material on the Intranet – check it out! (http://intranet.gcccd.edu/workday/meetings.html)

Ongoing Projects

1. CurricUNET – Engaged new vendors – Waiting for Fall 2015 meeting

2. 4 year CIP approval – VPs of Instruction / Instructional Office Workday Deployment

3. Securing Customer Information / Security – Plan – Steve Abat – Michael Copenhaver asked for an update on this. Brian Nath reported that this will be discussed at the next DCEC meeting to get a working group together and then the first meeting will be scheduled.

4. OpenCCCApply

    a. International – still waiting – said June, just waiting

    b. Supplemental (Student Success Committee)

5. Colleague

    a. Academic Program / Major – waiting for follow up meeting – who should update and where

Meetings for 2015

1. Fall dates will be 10/15, 11/19 & 12/17