

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

**MEETING NOTES**

**OCTOBER 15, 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, Debbi Smith, Taylor Ruhl, Sang Bai, Kerry Kilber Rebman, Scott Thayer, Sue Rearic, and Dave Dillon**

**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 done Nov 2, test for a week or two, and then move it to Production. We are about 6 months out from our goals.
  - b. Gainful employment reporting – Submitted – Eric Lane: files have been submitted for October
  - c. Academic Program / Major – follow up meeting done – Eric Lane: Goal is to get two active programs, one to fill the Veterans' need. Cuyamaca has an online form and Grossmont would like to get to that point. Details are not yet worked out. Newer students have much cleaner data. They sent a list to VA today and Financial Aid will get one soon. Michael Copenhaver: There is a desire for students to be able to see their major when logging in to WebAdvisor.
2. Student Success
  - a. Degree Audit for Students – installing student authentication module – Brian Nath: it is being worked on
  - b. Document Imaging – Further Implementation of Doc Types (Counseling, EOPS, DSPS, etc.) – Laura Murphey: Finishing International doc types and A&R; we are re-assessing DSPS needs and are waiting for EOPS/CalWorks.
  - c. SSSP data nightly integration from Cynosure and SARS directly
  - d. SEVIS – Eric Lane: Emily is working on setup, then will test maybe mid-November. Goal of reporting of International Students with batch access is to be live for Spring semester.
  - e. Bus Analysts – The position deadline was extended to today (Oct 15)
3. TES – Transfer Evaluation System – Purchased. Colleges informed and accounts created. Brian Nath: Account shave been created; Counseling has accounts. They can reach out to Laura Murphey or Eric Lane if help is needed.
4. Refunds – Applied suggested fix – done
5. Cuyamaca Wireless connection / login problems – Brian Nath: A firmware upgrade was done, IS is re-configuring the system on Saturday, Oct 17 at Cuyamaca. Grossmont is not having the same even though they are configured the same.
6. Roll out Office 2013 – memory, and email with install steps – Brian Nath: Office 2013 has been pushed to about 500 people; about 90 have installed it. He will send another email soon. There is a concern that people do not confuse this with the email expansion. The email will only go out to those with the required 8GB of memory.
7. Information Systems Projects - <http://intranet.gcccd.edu/is/status-of-projects.html>

**Information Items – Discussed as Requested**

**Ongoing Projects with Change in Status**

1. Office 365 - New Email – over the next few months – currently testing and migrating pilot mailboxes
2. Transcript Requests – moving forward – working thru Form Fusion/Layout and formatting w Credentials
3. Colleague and Workday

- a. Hire (Semester Assignment) letters – accurate pay – in progress
- 4. G39 Reports Live – Data Warehouse
  - a. Enrollment Management – EMA (Enrollment Management Analysis) - report
    - i. Prototype is done – working with vendor to finalize
    - ii. Meeting Friday with Enrollment Management committee for additional needs
- 5. HelpDesk Software – RemedyForce – Fall/Spring implementation
- 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>)
- 9. Katrina VanderWoude wanted to know about possible changes to WebAdvisor:
  - a. If WebAdvisor could have a separate dropdown list for Intersession. Brian Nath said we could change the Short Term class dropdown to Short Term/Intersession.
  - b. Have an easy way for students to look at Majors. Brian Nath said we could add a link to a form and have a programmer look at what we could do.
  - c. Add Course Descriptions. The problem is whether students would see Cuyamaca's or Grossmont's description. Katrina suggested we pilot those courses that are not common to both colleges. Dave Dillon questioned the possibility of an easier way for students to see that a course is linked with another. Laura Murphey will take a look at this.

### **Ongoing Projects**

- 1. WEB UI – roll out
- 2. CurricUNET – Engaged new vendors – Waiting for Fall 2015 meeting
- 3. 4 year CIP approval – VPs of Instruction / Instructional Office Workday Deployment
- 4. Securing Customer Information / Security – Plan – Steve Abat
- 5. OpenCCCApply
  - a. International – still waiting – said June, just waiting – Eric Lane: we do not have an update on this yet
  - b. Supplemental (Student Success Committee)

### **Meetings for 2015**

- 1. Fall dates will be 11/19 & 12/17