

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

MEETING NOTES

MARCH 17, 2016 – 10:00 to 10:45 a.m.

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

ATTENDEES – Brian Nath, Courtney Williams, Donna Hajj, Eric Lane, Julie Kahler, Katrina VanderWoude, Laura Murphey, Linda Jensen, Michael Copenhaver, Nicole Jones, Pat Setzer, Sandra Ramos, Sang Bai, Scott Thayer, Sheryl Ashley, Taylor Ruhl, Vanessa Saenz & Wayne Branker

New and Relevant Issues to Be Discussed

1. Workday
2. Colleague
 - a. WebAdvisor – Student Major(s) – next steps ? – It was agreed that this should be taken off the agenda so they have more time to work on it before rolling it out to students, and hoping to do so before the start of the fall semester. Brian Nath stated that IS will be ready, and he suggested they shoot for June.
 - b. Assignment Letter and customizing Colleague entry screen – Brian Nath reported IS is continuing to refine this.
3. Math Pathways (Cuyamaca changes) – Brian Nath reported that the changes will not affect Grossmont. Laura Murphey reported that testing has been done with Julie Kahler, Michael Ericson & Vonette Allen. Julie Kahler reported that they are ok with the process and that testing looks good.
 - a. Implemented Accuplacer changes – done
 - b. Testing configuration in prep for Fall Reg (June 13th) – IS / Users
4. English Pathways
 - a. Engl-098 or Engl-099 – Pat Setzer reported that 5 units for 099 passed and will go on to the Governing Board.
 - i. Placement wording changes for Fall – We need date ?
 - ii. Changes to WebAdvisor and Accuplacer – who ?
 - b. Cuyamaca will pilot two sections Engl-120 & Engl-020 for Fall – Pat Setzer will ask Lauren Hallstead to contact counseling and then go over this with Brian Nath.
5. Other Curriculum changes pathways, acceleration
 - a. ESL changes Cuyamaca – Fall Pilot
6. Blackboard Pay – Payment to Students, Marketing, IT focus – file transfers – Michael Copenhaver reported that we are implementing a product called Blackboard Pay to make student payments such as refunds, Financial Aid, etc. via ACH, debit/credit card or check. Weekly meetings are occurring reviewing timeline, implementation and marketing strategies. Goal is to have it implemented before summer.
7. Image Now (Lexmark) Upgrade
 - a. Test - IS working on setting up a test server – Brian Nath stated that we have an April install scheduled for the test server.
 - b. Production after Workday go live
8. IS HelpDesk – additional help
9. Student Success
 - a. SEVIS – Training done, Addressing identified issues & workarounds, Fall pilot planned – Laura Murphey reported that more testing has been done, with the hope of going live in the Fall/next Spring.
 - b. DARS
 - i. Scheduling training / configuration – scheduled April 11-15, 18,19 – Scott Thayer stated that Sheryl Ashley will reach out to Cuyamaca counseling to be sure they have their list. Wayne Branker reported that Dave Dillon has confirmed that Grossmont counseling has their list ready.

- ii. Student Authentication working in Test environment, still addressing issues – Brian Nath reported that all issues with this has been fixed. It was discussed that counseling and the evaluators should have a demo at each college done.
10. OpenCCCApply - International App – Production Mar 31st – next steps ? – Brian Nath stated that Eric Lane & Laura Murphey will work with the colleges on a timeline.
11. Student Services Technology Manager (SSSP) – pending classification
12. Canvas – Latest update – Janet Gelb reported that both Academic Senates have voted to adopt Canvas.
13. ITAC – Charge and Composition – Brian Nath reported that a small ITAC workgroup has been formed to look at the charge and composition of ITAC, if the pilot of back to back ATAC & ITAC with shorter times both on Thursdays is working.
14. Foundation/Aux – Scholarship application software
15. Email – Archiving, Clutter
16. Wireless enhancements
Wireless help - <http://www.gcccd.edu/online/wireless-network/default.html>
17. Roll out Office 2013 – Testing the automated upgrade
18. Other

Information Items – Discussed as Requested

Ongoing Projects with Change in Status

1. Memory Upgrades - Still upgrading at Grossmont and Cuyamaca
2. Network Infrastructure
 - a. new routers and core switches ordered

Ongoing Projects

1. Curriculum Approval – will discuss status at DCEC – RFP depending on costs
2. Nelnet – new Enterprise version – after WorkDay – Oct/Nov
3. SSSP data nightly integration from Cynosure and SARS directly – working with Vendors
4. DART – Need to fix a problem with reporting of GE categories
5. Course Descriptions showing in WebAdvisor – reviewed in DCEC
6. Transcript Requests – IS reaching out to vendor - Form Fusion/Layout and formatting w Credentials
7. WEB UI – roll out - ongoing
8. EMA – Enrollment Management Analysis report – being tested – next steps
9. HelpDesk Software – RemedyForce – Spring/Summer implementation
10. Securing Customer Information / Security – Plan Draft – Steve Abat
11. Workday - Material on the Intranet – check it out! (<http://intranet.gcccd.edu/workday/meetings.html>)
12. OpenCCCApply
 - a. Supplemental (Student Success Committee)

Meetings for 2016

1. 4/21
2. 5/19
3. 6/16