

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

**MEETING NOTES**

**JUNE 16, 2016 – 10:00 to 10:45 a.m.**

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

**ATTENDEES – Aaron Starck, Amir Law, Brian Nath, Debbi Smith, Eric Lane, Julie Kahler, Mary Eden, Martha Clavelle, Michael Copenhaver, Nicole Jones, Scott Thayer, Sheryl Ashley & Wayne Branker**

**New and Relevant Issues to Be Discussed**

1. Open Sections – New report created, [www.gcccd.edu/open-sections](http://www.gcccd.edu/open-sections) – will demo the reports this ATAC meeting – Brian Nath provided a demo of how to get to this report. There was a discussion about where to link the report.
  - a. Updated daily every 2 hours at 7am, 9am, 11am, 1pm, 3pm, 5pm
2. Cuyamaca Math pathways – status
3. English Pathways – status
4. Blackboard Pay – Payment to Students, Marketing, IT focus – file transfers – Brian Nath reported the date to push this out is now July 14.
5. Image Now Upgrade done – next steps – A discussion was had to have a meeting regarding this with IS, Sheryl Ashley, Wayne Branker, A/R, Counseling and Financial Aid.
6. Curriculum Approval - Moving forward with RFP, Henry working with 2 VP's to confirm committee
7. Intelliresponse – soft rollout
8. CAI – Common Assessment – Brian Nath reported that his two main questions about this are is there a true deadline and are they changing the placement levels? Martha Clavelle reported that she is working with CAI to set up a phone call to have this discussion.
9. Degree Audit for Students – Brian Nath reported he would like to get a list together of the outstanding issues.
  - a. Build selection tree, focus group test with students, Fix problems - Upgrade to latest version
10. OpenCCCAApply - International App – Production end of June – not renewing old contract – Brian Nath reported that XAP will not be renewed. Wayne Branker reported he is working with Zeke Rogers on checking to see how the apps are being submitted.
11. Office 2013 – moving forward with IS assisted installs – Brian Nath reported that IS is working with the individual via one on one interactions to get their computers upgraded.
12. EMA – Enrollment Management Analysis report – Brian Nath reported that Chris Tarman met with the EMA teams and reviewed the latest version of the report. There are still minor tweaks needed.
13. Infrastructure – Brian Nath reported there are three steps to this project: step 1 – cores and routers (which will be done this month); step 2 – interconnecting switches; and step 3 – wireless.
  - a. new routers Grossmont – done
  - b. Cuyamaca down June 17<sup>th</sup> – install new equipment, June 24<sup>th</sup> install new routers
14. Canvas – Latest update – Brian Nath reported the contract will be signed on 07/01/16. The first thing for IS will be to send the enrollment information to the state in October.
15. Staffing - Student Services Technology Manager (SSSP) – status – Brian Nath reported that he should be able to advertise this position in July.
16. Foundation/Aux – Scholarship application software – Eric Lane reported that a vendor was picked, AcademicWorks, and a meeting with them is being put together.
17. Security Plan – Brian Nath reported that a meeting was held where many things were identified to do right away. Bryan Banville will be helping with the FERPA training. The next meeting needs to be scheduled.

**OTHER**

Sheryl Ashley asked about the issue with address updates in Colleague. Eric Lane and Brian Nath will look into this.

**Information Items – Discussed as Requested**

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

1. Memory Upgrades - Still upgrading at Grossmont and Cuyamaca
2. DART – Need to fix a problem with reporting of GE categories - Done

### **Ongoing Projects**

1. Current Projects – <https://intranet.gcccd.edu/is/status-of-projects.html>
2. SSSP data nightly integration from Cynosure and SARS directly – Summer target date
3. Email – Archiving, Clutter
4. Wireless – pricing new controllers and pilot implementation
5. Colleague - Assignment Letter and customizing Colleague entry screen
6. Nelnet – new Enterprise version – after WorkDay – Oct/Nov
7. SEVIS – Training done, Addressing identified issues & workarounds, Fall pilot planned
8. Course Descriptions showing in WebAdvisor – reviewed in DCEC
9. Transcript Requests – IS reaching out to vendor - Form Fusion/Layout and formatting w Credentials
10. WEB UI – roll out – ongoing
11. HelpDesk Software – RemedyForce – Spring/Summer implementation
12. Workday - Material on the Intranet – check it out! (<http://intranet.gcccd.edu/workday/meetings.html>)