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GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE (ATAC)
MEETING NOTES
AUGUST 18, 2016 – 10:00 to 10:45 a.m.
VIDEO CONFERENCE - CUYAMACA I-107 & GROSSMONT DISTANCE ED ROOM

ATTENDEES – Brian Nath, Eric Lane, Jennifer Fujimoto, Julie Kahler, Katrina VanderWoude, Laura Murphey, Linda Jensen, Lorenze Legaspi, Mary Eden, Michael Copenhaver, Nadra Farina-Hess, Nicole Jones, Scott Thayer, Sheryl Ashley & Wayne Branker

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New and Relevant Issues to Be Discussed

1. Workday – Hire Letter changes – Laura Testing/Documenting/Training – Brian Nath reported that Laura Murphey will be working with Instructional Operations. Laura will also be reaching out to the administrated assistant leads who are Mary Ann Landry and Kimberly Gioscia.

2. TAC – Technology Advisor Council – Brian Nath reported this council will be the ATAC and ITAC meetings combined, and will start meeting in October.

3. BPAs – 1) Informed Majors - September, 2) Technology planning / committee's / prioritizing / process – Mid October

4. Haven / EverFi – link on WebAdvisor – "Title IX Student Training" – Scott Thayer reported that this provides sexual harassment training for students.

5. SSSP data nightly integration from Cynosure and SARS directly – Brian Nath reported that he would like this done by the Fall term. SARS is 60-70% there, and still trying to reach Cynosure.

6. Drop for Non Pay – Katrina VanderWoude reported that there is a desire to get a group together for planning future communications and analysis of Drop for Non Pay.

   a. COTOP, Fall Business Holds (Nov 10th) – next steps

   b. Spring 2017 Jan 20th Drop for Non Pay?

7. Open Sections – Cross Listed fixed – In addition, Brian Nath reported that in a few cases classes were showing as waitlisted even though there are open seats in the section. He mentioned that there is a daily report being sent to both admissions offices for review to deal with this issue. Sheryl Ashley will be added to the list of people who receive this report.

8. Addresses in Colleague – Solutions researched, 2 possibilities – It was decided that a group, including Sheryl Ashley, Vanessa Saenz, Wayne Branker & Jennifer Fujimoto, will get together to decide which possibility to use. Laura Murphey will get this meeting scheduled as soon as possible.

9. Canvas – Contracts signed and sent to Instructure

10. Blackboard Pay – Payment to Students – Jennifer Fujimoto & Scott Thayer both reported that a marketing push for this will be at both campuses next week.

    a. Aug 26 < 200 Summer Pell Makeup, Sept 16th Fall Pell 7,000-8,000

11. Document Imaging – need next steps – It was decided that a group will come together to discuss the next steps further, including A/R, Couseling and FA.

12. CAI – Common Assessment – Brian Nath reported that he reached out to the state lead person about this and found that they thought GCCCD had Compass, but we have Accuplacer, so we would not be on the same timeline. He will invite Scott Thayer, Nicole Jones, Marsha Gable & Martha Clavelle to his next conversation with the state.

13. Office 2013 – moving forward with IS assisted installs

14. Email – Archive & Personal Folders (PSTs) – move to mailbox/cloud – districtwide email

15. EMA – Enrollment Management Analysis report – Brian Nath reported that Chris Tarman had a meeting regarding this recently with the Grossmont enrollment management team.

16. Infrastructure

    a. Wireless focus for start of Fall term – GC TechMall, CC Bldg H – Brian Nath asked for feedback as to how this was working.

17. Staffing IS

    a. Manager, Technology Programs (Student Services) – Interviews

    b. Manager, Technology (Security and Systems) – Closed

  c. Information Systems Business Analyst – Open
18. Foundation/Aux – Scholarship application software – Academic Works – moving forward

Information Items – Discussed as Requested

Ongoing Projects with Change in Status

1. Security Plan – next meeting scheduled Aug 23rd 1:00-2:00

Ongoing Projects

1. Current Projects – https://intranet.gcccd.edu/is/status-of-projects.html
2. Curriculum Approval – Curriculum committee met discussing next steps – need RFP, demos
3. Degree Audit for Students
  a. Build selection tree, focus group test with students, Fix problems - Upgrade to latest version
4. Memory Upgrades - Still upgrading at Grossmont and Cuyamaca
5. OpenCCCApply - International App – Up and running, ready for September Apps
6. New Wireless – Purchasing new controllers and for implementation
7. Nelnet – new Enterprise version – after WorkDay – Oct/Nov
8. SEVIS – Training done, Addressing identified issues & workarounds, waiting for Colleague upgrade
9. Transcript Requests - Form Fusion/Layout and formatting w Credentials
10. WEB UI – roll out – ongoing
11. HelpDesk Software – RemedyForce – Fall implementation