ATTENDEES – Brian Nath, Debbi Smith, Eric Lane, Jessica McKean, Julie Kahler, Kerry Kilber Rebman, Laura Murphey, Martha Clavelle, Mary Eden, Pat Setzer, Sheryl Ashley & Wayne Branker

New and Relevant Issues to Be Discussed

1. Workday - Intranet Site – Support, Training, FAQ, etc – Brian Nath & Debbi Smith demonstrated the functions and information of the Workday intranet page. Brian Nath encourages any feedback about the page.

2. Colleague
   a. New text book link – Brian Nath & Laura Murphey demonstrated the new link for students to see their text books in Webadvisor. A discussion was had about a taskforce that was formed to discuss changes that could be made to Webadvisor to make it better.
   b. Faculty - Email will show up if type is "Pri", Phone will show up if type is "FAC" – Brian Nath & Laura Murphey showed the page on Webadvisor where Faculty's email and phone number could be and a discussion was had about Faculty updating that information. Brian Nath will be setting up a phone call with Pat Setzer and Katrina VanderWoude to discuss this further.

3. Course Descriptions in WebAdvisor – Brian Nath reported that Information Systems is updating requests as they come in, there have been 80 updates so far. Laura Murphey and Jessica McKean are updating the requests using the CRSE screen in Colleague.

4. Document Imaging – New modules purchased, next week kick off meeting with Technical team – Brian Nath reported that Jessica McKean has been working on this for the past month. Jessica McKean reported that she will be meeting with counselors, has sent an email to identify top forms, and is exploring eforms and possible ways to enhance the Ed Plan process.
   a. Enhanced EdPlan process,Eforms processing, Electronic signature, Document management – check in/out/version control

5. DARS – Degree Audit – Jessica McKean – pick list, technical issues, upgrade – Brian Nath reported that Jessica McKean is working with both colleges on this.

6. SSSP data nightly integration from Cynosure and SARS directly – Brian Nath reported that the data sits in their respective systems until MIS reporting, and we would like to be able to get the data each day into Colleague.

7. Canvas – twice a day load in place and working – Brian Nath reported the system is ready from an IT perspective. Kerry Kilber Rebman reported that all Faculty will be using this by Spring 2018, and stated that timelines are on the websites for Canvas updates.

8. Security -2 step authentication, Workday access only on site

9. BPA – Technology planning – Mar 2nd Thu – 3rd Fri – Brian Nath reported a second BPA meeting was needed as they didn't get to everything in last month's meetings. Chris Tarman is working on the email invitation for this week.

10. Staffing IS - Manager, Technology Programs (Student Services)

11. Drop for Non Pay done – Brian Nath reported this has been done and the numbers will be sent to Pat Setzer and Katrina VanderWoude.

12. Transcript Requests - Form Fusion/Layout and formatting w Credentials – Brian Nath spoke about the choices available regarding Sheryl Ashley's question; a. the vendor can produce transcripts but they are rough looking, or b. IS is researching if the vendor can be given our version in PDF. Option A will be revisited with Sheryl Ashley and Wayne Branker.

13. SANS – vendor presentations complete – getting best and final pricing

14. Daily FTES comparison report – Brian Nath reported that Chris Tarman's department is very close to having this done.

15. Network infrastructure upgrade plan – Brian Nath reported the focus this year would be to upgrade wireless at both colleges, the amount of work and the cost need to be assessed.

Information Items – Discussed as Requested

Ongoing Projects with Change in Status

1. HelpDesk Software – RemedyForce – Piloting with ICS at both colleges
2. Infrastructure
   a. Wireless District Services pilot / testing new equipment
   b. Ongoing Upgrading networks switches both colleges

Ongoing Projects

1. Current Projects – https://intranet.gcccd.edu/is/status-of-projects.html
2. Student Address Changes via WebAdvisor – IS needs to write audit report – Brian Nath reported there has been a delay with the daily report because of complexities regarding how the data is stored.
3. Curriculum Approval – target RFP for Fall term
4. Degree Audit for Students

   a. Build selection tree, focus group test with students, Fix problems - Upgrade to latest version
5. Memory Upgrades - Still upgrading at Grossmont and Cuyamaca
6. Foundation/Aux – Scholarship application software – Academic Works – next steps
7. Nelnet – new Enterprise version – new target date – Summer 2017
8. Windows 10 / Office 2016 – next steps
9. Email – Archive & Personal Folders (PSTs) – move to mailbox/cloud – districtwide email
10. Onedrive – waiting for Security enhancements