GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

**ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE (ATAC)**

**MEETING AGENDA**

**NOVEMBER 16, 2017 – 10:00 to 11:00 a.m.**

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

Attendees: Aiden Ely; Asma AbuShadi; Courtney Williams; Eric Lane; Jessica McKean; Julie Kahler; Katrina VanderWoude; Laura Murphey; Fabienne Chauderlot; Nicole Jones; Pat Setzer; Wayne Branker; Brian Nath

**New and Relevant Issues to Be Discussed**

1. Colleague/WebAdvisor
	1. Colleague Upgrade for new UI and better support of Windows 10 Brian Nath reported that we can’t do Colleague updates until we upgrade the backend such as Unidata, hardware, etc. We are getting pricing, contracts, etc. it also depends on how many resources we have. We are looking into the ability to update just the user interface.
	2. TCC – moving forward with Ellucian / Colleague
	3. Colleague Assessment – Nov 14/15 – moving forward Brian said there was a good turnout and ideas; we will be looking at the proposals.
	4. SQL Upgrade, SSO, CRM Recruit, Self Service/Registration Brian said we are getting pricing and timelines. Looking into adding self-service registration before the backend upgrades. We may be able to do some of them.
	5. MIS reporting problems – potential fix – separate courses for each college Instructional Operations is on board with having course descriptions, etc. being unique to each college. There is coding for prereqs and equivalent courses.
	6. Open Class List - only show …”those for which you can register” Brian said we will keep the current list and create a new one with open Sections that students can actually register for (before census). Maybe note that an Add Code may be needed. Katrina suggested emails to students saying ‘you withdrew’ or ‘you didn’t get in, here are some more classes.’ There are two opportunities – one needs an Add Code and one that hasn’t started. Eric said said the list could be sirted by whether the Add Code is needed. It was suggested that the list is leftside/rightside rather than top/bottom. Pat said in the interest of student success to only offer a list of classes that they can enroll in without an Add Code since there is little success for students who start a class late. Brian said IS can create the lists and the colleges can decide which to link to.
2. Workday
	1. Worklet - Quick Reports – You will see a new worklet and get an email about it sometime this week.
		1. Report - Available Balance by 4 digit
		2. GCCCD – Open Encumbrance Details by Smartkey
		3. Report – Zip Summary (Single Zip)
		4. Report – Available Balance by Multiple Smartkeys – Expense Only
		5. GCCCD – Find Purchase Orders
3. VOIP – Voice Over IP – new telephone system – Progress on RFP
	1. Voice / Call trees – A&R, Counseling, Fin Aid – pain points and expectations of new system

RFP closes late November and awards are in early January. Asma asked if users could choose features. Brian said we don’t know yet which features will be purchased; there are costs involved. We are asking for a timeline that is less than a year.

1. Network and Wifi progress, equipment and implementation services (RFP) We just got the vendor PO to install new access points and network equipment. IS will soon only have one Network II.
2. Windows 10, new Dell desktop Hardware (7050) Windows 10 rollout is delayed due to staffing levels at IS.
3. Upgrade Resource25 – new functionality – moving forward Julie liked having pictures of the rooms. Pat asked if it is available offsite. Brian is checking into multifactor login.
4. DARS – Degree Audit – Jessica McKean/Asma AbuShadi
	1. Conference, pick list, technical issues, upgrade, Assist

DARS is upgraded in Test. Asma said they are making sure nothing is missing on the audit and cleanup. Brian suggested doing a demo of the new DARS in January at ATAC. Asma and Jessica will do this.

1. Cynosure – Online Advising Asma said the counselors are looking at it and the vendor is making changes as requested. They are testing the changes.
2. Document Imaging update Jessica said the vendor is making changes in the Test environment and when tested will be added to Production. The new version lets you have access that doesn’t rely on drawers. The goal is to have a single student file across both colleges and then give permissions as needed. A SOW is needed for vendor work.
3. SSSP Data integrity/integrations Brian said this is close to completion, hopefully by Monday.

**Additional Discussions**

Discussion on removing asterisked students from a roster if a student does not complete a prereq course. Currently it’s on the instructor to drop them. Wayne – If we do a prereq DrEG, we need to decide on a date; after grades are in and before the next semester starts. Both VPs of Instruction want to move in this direction. Eric – the asterisk is a GCCCD customization and it currently has to be checked after all upgrades so it would be a benefit to use the standard instead. **DECISION: Approval to move forward on automatically removing students who have registered for a course and who do not complete the prereq course.**

Pat wanted to know if Waitlists could be changed. Students currently can be on a Waitlist even if they are already registered for the same course. Laura – said she would need examples because she is not able to do this. Pat will get examples. This may be happening if the student is on a Waitlist and then adds the same course with a different section. This task will go back to Pat’s group.

Pat asked about SARS for Tutoring. Jessica said she talked to Mary and hoped to have a plan sometime in the spring.

**Information Items – Discussed as Requested**

**Ongoing Projects with Change in Status**

1. HelpDesk Software – RemedyForce – Piloting with ICS at both colleges, test users in A&R
2. WebAdvisor - Step Three – Advising – IT lining up consultant training/implementation
3. FTES – Coding standards – next meeting Sept/Oct
4. https for GCCCD Web sites – Payroll says County access will be needed for years, IS needs to talk with County IT folks do determine options.

**Ongoing Projects**

1. Managing Reporting Requests
2. BPA – Technology planning – Piloting at Cuyamaca
3. Drop for Non Pay – starting in Fall 2018 – two drops (2 weeks and 4 weeks)
4. Student Address Changes via WebAdvisor
5. Document Imaging – Business Analysis
	1. Analyze sharing of documents – Ex transcripts, other doc types
	2. Analyze process of recording, storing and retrieving Ed plans across depts/colleges
	3. Ways to streamline document storage, Electronic forms vs paper
6. SSSP data
	1. integration from Cynosure and SARS directly
	2. Data collection from High Schools – how to enter into Colleague – GC vs CC
	3. Exemption – How to code Cohort of students that do not need to be “Directed to Services” and how does this coding affect our pathways or business processes
7. Email – Archive & Personal Folders (PSTs) – move to mailbox/cloud – districtwide email
8. Onedrive – waiting for Security enhancements
9. Open Class List Report – A&R wants to only show students classes they can actually register for