

**ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MINUTES  
MONDAY, JANUARY 12, 2015**

**Members Present:** Terry Kleffman, Karen Craghead, Kelly Prater, Sara Long, Jason Norman and Rita Wilson

**Alternates Present:** Tina Babb, Olga Kleffman, Joy Connors

**I. Action Items**

- a. The minutes were approved as is. A motion was made by Sara Long and seconded by Karen Craghead.

**II. Discussion/Information Items**

- a. Lee Colaw gave us information regarding the Ellucian Conference. Last summer Lee was elected President of the local SRDUG at the last SRDUG meeting.
- b. He stated that the Ellucian Live conference can be a bit expensive and has had low participation by Amarillo College. This year, SRDUG was scheduled to be in San Antonio in June a few days after Ellucian Live. Events in San Antonio are canceled.
- c. He stated that he would like to bring SRDUG here to AC and that Russell Lowery-Hart may be interested in having them here. This would be October 2015 on the AC campus. This would be a User's Group meeting tentatively scheduled for October 8-9. The sponsoring school (AC) would be able to get training on different areas of the Ellucian / Colleague software.
- d. The only conflict with these dates is a conference that Kelly Prater and Joy Connors will be attending.
- e. Lee asked for thoughts and Rita Wilson stated she would like sessions on communications management. The group decided that bringing SRDUG here would be a great idea. The main consensus was that this is a good idea for AC.
- f. The cost would be \$25-50 a person and this will be subsidized for AC staff. The goal is to have the funding via vendors. Lee is looking at holding it in the Byrd Building on the 4<sup>th</sup> floor. He has also tentatively scheduled the Downtown Campus for those dates.

**III. Colleague software updates installed on 1/9/15 into Production**

- a. There is an update for Colleague Financials which Terry turned off. This is a "re-approval and not needed for us to re-approve a requisition just because an approver is taken off the requisition."
- b. Per Kelly – "Are there any updates on the Gainful Employment Report that is due July 15?" There are no updates at this point. She mentioned that she will need to resubmit reports from 2008-09 academic years through 2013-14. The 2014-15 report will be due by October 1.

**IV. Colleague software updates pending installation**

- a. These updates are pending and are tentatively scheduled for the 3<sup>rd</sup> week of February.
- b. Emergency and Missing Person Contact Information – there are new screens and data will move to new locations.
- c. Olga brought up the point that no credit cards were processed on Saturday morning (1/10). Terry fixed this and payments went through after noon that day. Tina Babb

asked if this affected any registrations. It would have affected payments that day, the students would have been notified that their credit card payment did not go through.

## **V. Upcoming Projects**

- a. Analytics for Learn – purchased package hosted by BlackBoard where we will merge Colleague information into BlackBoard. This would be items such as intermediate grade information in the term. We haven't seen what this looks like yet or what the opportunities may be.
- b. Outcomes for Learn – this package takes the goals that the instructor assigns and measures outcomes of the students.
  - i. Kelly asked about the gathering of census data (non-attendance). Terry gave us an update on the card-swipe system. Currently we have 30, but the equipment that is coming will replace those 30 systems plus give us an additional 100. This means that we will have card-swipe systems for all of Washington Street Campus and Moore County Campus will have some as well through a Title V grant, does not include the MCC Technical Center. The information will be housed in Colleague. Terry needs to see what is available for Financial Aid with the use of this system. Kelly emphasized the Financial Aid implications of doing this and would like to be involved in future meetings.
- c. Ellucian Portal 4.x Upgrade for Spring 2015 – hopefully implement during spring break and the user interface will be much different.
- d. ILP 4.2 – 2<sup>nd</sup> Quarter 2015 - The screen TLGI will be going away for Tina because the instructor will receive instant notification of the grades they upload from BlackBoard. It is a live update to Colleague.
- e. Mobile Upgrades – there is a new version of the mobile application. Students will now be able to register for classes from their smart phones. The payment piece of this has not been finished.

## **VI. Updates and Announcements**

- a. Virtual ID is on the Ellucian Go mobile app. To use the virtual ID, you must have a photo on it.
- b. Servers were upgraded since our last meeting. You should notice that processes are now faster.
- c. Jason mentioned that his alternate on this committee should be changed to Ernesto Olmos.