ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING
Monday, October 8, 2012
10:30-11:30 am
LIB 113
Minutes

Members Present: Terry Kleffman, Chair, Tina Babb, Kim Davis, Sara Long, Carol Moore, Theresa Rider, John Salazar, and Ellen Patterson as Recording Secretary.

Members Absent: Diane Brice, Olga Bustos, Kay Campbell, Joy Connors, Karen Craghead, Kara Larkan-Skinner, Kay Mooney, Jason Norman, Brenda Waren, Rita Wilson.

Guests Present: Lee M. Colaw and Jarrod Madden.

I.   <u>Action Items</u>

a. Approval of the Minutes from September 10, 2012 Meeting. A motion was made by Kim Davis and seconded by Sara Long Davis to pass the minutes with requested changes regarding hours for AskAC.

II.   <u>Discussion/Information Items</u>

a. **Update from Lee M. Colaw**
   - **Ellucian Executive Briefing**
     -Non-disclosed plan for merger of Banner, Datatel and Campus EAI is still in early stages
     -Ellucian is a very stable company, pulling together during merger process once merger was set in place the Executives are banned from discussing details by Federal Government
     -the merger will bring together areas in Canada and USA in addition to Datatel Schools across the country
     -Banner is unique and Oracle based – which is very different from Sequel base
     -Datatel and Campus EAI is Sequel or Unidata based
     -this merger will probably take 5 to 10 years before changes will be all seen by public
     -Ellucian XE is where we are going – consolidation of all the features for this application
     -In the past – mobile access was nice to have and desktop access great too
     -in the near future the world is changing to be more mobile and access from anywhere and at any time for the customers use.

   - **Student Finance Planning Module** – does not replace WebAdvisor for Registration or Advising in current use. Plans for the next two years, Registration and Advising will be affected and will be out of control of the Advisors and Financial Aid Department, this will allow the customer to decide - this will be part of Phase 1 of upcoming changes.

- **What will happen to the DUG and RUG Annual Meetings?**
  -Currently it does not make since to combine Banner and Datatel Users Meetings
  -the meetings will continue to be separate
  -DUG Annual Conference is scheduled for April 7-10, 2013 in Philadelphia, PA
  -Ellucian Live will be a huge convention next year for Banner, Datatel and Campus EAI. Registration for the April 2013 meeting will open in November 2012. I would encourage everyone to send at least one person to Ellucian Live.
  -Ellucian Board of Directors are spending millions on conversion and the company will be viable for at least the next 20 years.
  -an estimate for travel expenses per person can be provided
  -Would recommend sending at least one person from Registration, Finance, Student Admissions, Advancement
  -This will also tie into Ellucian working together with Blackboard and the ILP for Portal in December 2012.
  -Beta software is under development that will provide for an automatic tie to Blackboard and make the change from Angel seamless for seeing the flow of grades on both sides for faculty & students.
  -Faculty may never have to use Colleague except for Web Time Entry
  -Not sure how this will effect Developmental Education classes
  -Everything is going to application environment for Android and iPhone access, other devices may be added as the market evolves.
  -Information Technology has plans for integration of changes to go smoothly.

- **Emergency Notification that is currently on School Messenger**
  -AC will be changing over to Blackboard Connect during December.

- Advisor and Student Information – is going to mobile computers empowering students to do more of their own stuff on internet.
- BYOD – Bring your own device is the future of computer labs and could disappear
  -Why do we have to give tests in rooms? No computer labs
  -You could see a day where Amarillo College would provide a stipend of $500 to you to own laptop, tablet or device for working on a daily basis.
  -Desk phones are going that way too – we are in a stage of transition
  -currently the focus on Ellucian, the way we communicate and do our daily processes may not change but the interface for these probably will

Colleague Advancement was converted from Sage during the September 21, 2012 weekend monthly Information Technology prevention update process. It was unanticipated but IT touched most of the data and brought Sage information and made it the Primary Contact address for students – and unless it matched 100%. IT Staff expected some problems, but there were still many duplicate records and they are moving to correct information so it is most current available.

If they had an address for all Amarillo College employees this would have updated address information for Insurance with ERS. IT Staff looked at the changes to make sure they were current and correct. After looking over data, it was decided that the Sage information would be taken out and then there would be just one address for mailings.

Kim Davis asked if we had looked any further into the US Postal Service address verification software programs – it is very expensive and not cost effective at this time.

Continuing Education is still having problems with wrong phone numbers and addresses.
US Postal Standard does not stop the record in our system from going out again.
AskAC corrects the wrong information in the system when they receive returned mail.

b. Colleague Software Updates
-Only five updates are currently not in the live account for testing:
-Student & Enterprise CRM Fall Bundle 2012
-FA-Link rewrite of authorization process   will have to do test end of November until January 2013 before we can use this program again. This will only affect Accounts Receivable and the Finance Department we are currently having problems with it now when books are taken back because it does not figure the tax correctly at West Campus. Recently a lot of changes had to be made because it lumps all the tax together.

With the new Parameter screens – IT Staff will need to sit down and look at to see what all is involved – all the information available right now has been given to Sara Long for review.

-CalMIS: CASF Zero BOG Waiver Update and

-TXST: CBM008 Maintenance Update   Due in Six Weeks

-TXST: Hazlewood Exemption Report FICE Up Due in Six Weeks

The above listed items will be loaded into the live account after October 19, 2012 during monthly preventative maintenance if there are no problems in test environment.

c. Blackboard
-Blackboard staff will be at Amarillo College onsite for training October 22, 2012
-Blackboard will go live in fall 2013 – pilot groups of classes will be moved over to test during summer 2013 and all faculty will have classes on Blackboard by fall 2013.

Angel 7.4 current version will be updating to 8.2 – this is not expected to be a big change but currently there are browser issues and problems with updating information.

December 18, 2012 is the date for updates to be done – it will be easier to cancel later than try to get another slot at a later date.

There will be no more updates to Angel 7.4, we will have to deal with any issues that arise and work around the issue since there will be no more upgrades until December 18, 2012.

d. Colleague Portal
-There will be an installation in Test environment before releasing to live account.
-The training at first will be more for the technical side of staff than users
-Users will be able to see information in the Test environment
-the Portal is the prerequisite to integrate Blackboard and Colleague.
-Users will be able to see information on both sides
-Retention Alert is not seen as an integration component yet – This is currently under beta development
-Dashboards – this part is being worked on but not finalized for details yet

-IT Staff will be pretty busy the next two to three months with Blackboard transition, setup and installation of the Portal and the new Hazelwood and reporting requirements too.

III.   New Business Items

IV.   Updates and Announcements (All)

Next Meetings

Monday, November 5, 2012 – Meeting CANCELLED

Monday, December 3, 2012 at WSC, LIB 113, 10:30am to 11:30am

Members:

1. Terry Kleffman – Chair
2. Tina Babb alternate for Diane Brice
3. Diane Brice
4. Olga Bustos
5. Kay Campbell
6. Karen Craghead
7. Kim Davis
8. Sharon Doggett
9. Kara Larkan-Skinner
10. Sara Long
11. Kay Mooney alternate Joy Connors
12. Carol Moore
13. Jason Norman
14. Theresa Rider
15. John Salazar
16. Brenda Waren
17. Ellen Patterson, Recording Secretary