

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING

Monday, December 2, 2013

10:30-11:30 am

Library 113

Minutes

Members Present: Terry Kleffman, Chair, Sharon Doggett, Sara Long, Carol Moore, Jason Norman, John Salazar and Ellen Patterson as Recording Secretary.

Members Absent: Tina Babb, Diane Brice, Karen Craghead, Kim Davis, Kelly Prater, and Brenda Warren.

Guests or Alternate Members Present: Sammie Artho, Olga Bustos, and Jarrod Madden.

I. Action Items

- a. Approval of the Minutes from September 9, 2013 Meeting. A motion was made by Sharon Doggett and seconded by Jason Norman to pass the minutes as presented with only change being in date from 2013 to 2014 for next meetings.

II. Discussion/Information Items

- a. **Blackboard update**
 - seems to be working well, only problem currently is cross listed classes when they are removed would delete the information for students grades and class content.
 - so for now until this issue has been resolved the cross listed class will not be updated until the next class starts.
 - CE Grades are now being posted for classes taught in Blackboard to Colleague.
 - Users trying to use their ACNETID and password are no longer able to login thru WebAdvisor with date of birth because all will now to use AC Connect to login.
 - The AC Connect users can go to MyACcount from there and reset password otherwise they will need to go thru TIC at 5100 to walk thru process.
- b. **Colleague software updates**
 - Grades will be due end of next week for Fall 2013. For financial aid to be able to run their reports and for assistance allowed in spring 2014, the end of year fiscal year process updates will be done on December 17 or 18, 2013.
 - CE Website changes should be out later this week, it will look a lot different than previously seen, and currently we are waiting on approval from College Relations for their review on wording.

	Software Update	Software Title
	SU63022.74	Course and Course Section Requisite Foundation
	SU61552.41	Immediate Payment Control - Phase 1
	SU62610.89	Colleague Advancement and Core Fall 2013
	SU011730	2013 NSC Maintenance Bundle
	SU011523	Canadian PSIS Reporting 2013
	SU62306.07	FA 2014/2015 FAFSA

-Course and Course Section Requisite Foundation provide additional data fields for updates in February 2014.

-Immediate Payment Control – Phase I – this will need a total rewrite and lots of changes on payment plan. Dewayne is looking at the changes for this update. At least 40-50% of students that have a payment plan sign up electronically. We may hold off until February 2014 because lots of changes will come after the updates.

-other software updates are waiting until end of December so all information will be available before data is ready for testing and implementation phase.

III. New Business Items

-Carol Moore is in the process of updating all course codes. New codes will have to be written for new core courses and old core courses.

-Carol has been working with Terry Kleffman and Tim Hicks regarding the new codes, names for the new core courses and their class descriptions will all change too.

-The Advising 2014 Catalog is available online now.

-The Advising 2013 Catalog will not change but 2014 will have to be changed.

-The Goal is to have this done by March 1, 2014 for the new core courses with new codes. Diane will work to make sure transcripts are right and if the student changes majors there may need to be a lot of substitutions to meet the degree requirements. This will take a couple of years for the transition period to be complete.

-Many current Degree Programs are having to answer why they have to take that particular course for completion?

The testing and printing of the 1098's and W-2's are waiting primarily for financials the end of month maintenance clearing process. Typically they are printed out towards the middle to end of January and then mailed if electronic access is not requested or available.

IV. Updates and Announcements (All) –

Next Meetings

February 3rd, 2014

Members:

1. Terry Kleffman – Chair
2. Diane Brice – alternate Tina Babb
3. Karen Craghead – alternate Kay Campbell
4. Kim Davis
5. Sharon Doggett
6. Sara Long – alternate Olga Bustos
7. Kelly Prater - alternate Joy Connors
8. Carol Moore
9. Jason Norman – alternate Sammie Artho
10. John Salazar – alternate Rita Wilson
11. Brenda Waren
12. Ellen Patterson, Recording Secretary