ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING
Monday, December 3, 2012
10:30-11:30 am
LIB 113
Minutes

Members Present: Terry Kleffman, Chair, Olga Bustos, Kay Campbell, Karen Craghead, Kim Davis, Sharon Doggett, Sara Long, Carol Moore, Jason Norman, Theresa Rider, John Salazar, Brenda Waren, Ellen Patterson as Recording Secretary.

Members Absent: Diane Brice, Joy Connors, Kara Larkan-Skinner.

Alternates or Guests Present: Tina Babb, Jarrod Madden, Rita Wilson.

I.   <u>Action Items</u>

    a.   Approval of the Minutes from October 8, 2012 Meeting. A motion was made by Theresa Rider and seconded by Kim Davis to approve the minutes with suggested change of Jason Norman being absent from meeting.

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

    a. Blackboard
    -this item will be on agenda until fall 2013 when this program will go live.
    -Blackboard Collaborate just finished two straight weeks of being onsite for training with Information Technology Staff (November 5-9, 2012 and November 12-16, 2012).
    -Blackboard will be back for more training in spring of 2013.
    -Blackboard is also having another meeting today to discuss what levels of information will be available to faculty for teaching and course development.

    b. Colleague Portal
    -this item will be on agenda until fall 2013 when this program will go live.
    -Google Email, Blackboard Classes and Events will all be available in one location on the Portal.
    -the first full week after Christmas Break (January 7-11, 2013) Applications will be installed on server as soon as possible after the test environment is up and running.
    -Integration between Ellucian, Colleague and Blackboard will begin second week of January (January 14-18, 2013).
    -Colleague and Blackboard as well in a separate integration process because something will not be available without integration being done first, such as dual facilitators and other teaching roles.
    -Week of January 23-25, 2013, Ellucian will be onsite for discussions on Portal Layout and how it will work.
    -Week of January 23-25, 2013, discussion will also cover the needs for spring 2013 semester.
    -One of the major benefits of the Portal is a single sign-on, from the Portal, users will be able to access Outlook, Colleague and Portal with just one sign-on.

    c. Colleague software updates
    -Updates will be going into the December 14, 2012 Monthly Preventative Maintenance Process:
- Recruiter 2.6 Envision Release
- FA: Utility for linking Direct Loans mis
  -this cannot be installed on test account until the rewriting and recommendations have been reviewed
  – this update will not be available until February 2013 due to delays and changes.
- Communications Management Critical Updates
- Emergency and Health Information Changes
  -EMMR – a lot of the information has been split for Personal Health Information regarding Immunizations are on a different form too.
  -Multiple Emergency contact points

-This has already been installed in the Test Account and should be reviewed by Committee members to decide on restrictions for access since personal information is involved.

- Colleague Studio 2.9: Envision infrastructure
- WebAdvisor for Faculty
- Colleague/Degree Works Integration: Data
- TXST:CECU/Development Education Critical Update
- 2012 Year End Regulatory Release
- HR IPEDS 2012 Update Part 2 – Workfile c
- Projects Accounting Enhancements for AR
- Projects Accounting Enhancements for Non
- CM: HIS and Record Locks Critical Update

-Year End Updates – 1098's and W-2's updates will be done during the December 14, 2012 Preventative Maintenance Process.

III.   <u>**New Business Items**</u>

IV.   <u>**Updates and Announcements (All)**</u> **–**

-Theresa Rider will be retiring from Amarillo College at the end of January 2013, so she will be deleted from membership after December 3, 2012 Meeting.

-Sharon Doggett will replace Theresa Rider as Business Office Committee member beginning January 2013.

-School Messenger is going away in a couple of weeks and being replaced with Blackboard Connect. A Refresh will be done on all the contact information and it will be reloaded to Blackboard Connect. Carl Call eventually will be replaced. For now we will just replacing Emergency Notification System.

- When the information is reloaded, everyone will receive a text or call. If the users do not opt out then they will automatically be subscribed to this service.

-If the user opts out by mistake, there will have to be procedures setup because the user cannot go back and forth between Yes or No on receiving messages without causing problems later.

-The estimated travel expenses to attend Ellucian Live Conference 2013 in Philadelphia, PA is about $2,500.00 per person with cost of registration, flights and hotel. This meeting is geared more to Information Technology Staff. It was agreed that since most departments only have a budget of $2,500.00 per travel for the whole year that the IT Staff would attend and then train others as needed.

-Software Updates-CECU update was already applied when testing the update. The general release of an update has not been installed.

<u>**Next Meetings**</u>

January 2013 – No Meeting

February 2013 - Monday, February 4, 2013, 10:30am to 11:30am, WSC, LIB 113

<u>**Members:**</u>

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. Sara Long
10. Kay Mooney alternate Joy Connors
11. Carol Moore
12. Jason Norman
13. John Salazar
14. Brenda Waren
15. Ellen Patterson, Recording Secretary