

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**Monday, December 5, 2016****10:30-11:30 am****Byrd 103***Minutes*

Members Present: Terry Kleffman, Chairman, Diane Brice, Tiffani Crosley, Mia Forrester, Toni Gray, Olga Kleffman, Ernesto Olmos, Kelly Prater, and Ellen Patterson as Recording Secretary.

Alternate Members and Guests Present: Maria Juarez

Members Absent: Jarrod Madden and Kay Taylor

I. Action Items

- a. Approval of the Minutes from October 3, 2016 Meeting. A motion was made by Kelly Prater and seconded by Mia Forrester to approve the minutes as presented.
- b. Note: November 7, 2016 Meeting was cancelled due to low attendance.

II. Discussion/Information Items**a. Colleague Software Updates pending installation**

Software Update	Software Title
SU017237	2016 Update to Envision Run Time
SU017284	Colleague Texas State Report Updates
SU016862	Update to CDIR
SU016982	Update to Envision to support EDX
SU016869	Colleague update in support of Colleague
SU016973	Colleague NSC Client Sat 1 for 2016
SU017240	2016 Colleague Payroll Urgent

Very few updates to go in maybe the Texas State reporting most of the ones listed above were just added this morning. We probably will not have updates before the end of the year due to the Christmas break and grades being due right beforehand, unless they are required for end of calendar year processing.

b. Projects

- **Corner Stone** – weekly meetings are progressing and the next phase will be announced by email and then rolled out for school wide participation at a later date in Spring 2017.
- **Self-Service Financial Aid** – this has been currently put on hold until after Christmas Break. January Meeting with Financial Aid Self-Service – document check list much more user friendly.
- **Self-Service Student Planning** –currently a consultant from Ellucian is here on campus, we still have a few things to do. We are ready to have students meet with their advisors but not ready for all students to go live yet. Those not using student planning yet will continue to use the degree audits. We are looking at different students and their path, with regards to business industry, arts and humanity. If they are a dual credit student, with classes that they have already completed. This student essentially would be done within three semesters instead of four. When you map out a part-time vs full-time so the student can see the end goal. Make sure and lock in courses for upcoming classes, have the clearance for them to register without having to meet with advisors first, assuming they stay on the path, if they fall off the path, they will not be able to register themselves. Pilot the new students for general studies and arts and humanities. Their schedules have been built out until 2018 but they can go further than that. We can use the tool to identify how many courses they will need, they can print out an academic plan, they can have access to that any time. If financial aid is needing them to have a plan. If they have suspensions, we can identify those at that time too.
- **Unidata – Database Upgrade** – this has been done but we have been having sporadic issues we have a call into Ellucian. We have not applied any other updates except the database update, could this affect Retention Alert possibly, when you are doing connections. The process that cleans up connections has been dying sporadically, it would not work because it requires a license to run, if a license is not available it would cause it not to work. We are currently working through issues with that process.
- **U.I. 5-** has been released, it is HTML 5 based and should work on any browser, iPad, Mac, we are in the mist of getting it into the test account, but may not update until February because of the time sequence. The issue with going to it is the screen formatting with Image Now, may delay moving to that with some of the offices that use it. Some may be able to use UI 5 right away and can use their browser of choice. Video was shown about updating to new user interface for Colleague, designed for tablets. Colleague UI Transformation for Ellucian.

We are hoping to get the online Application available to the students.

AskAC will be entering the information on the application so we can get any issues worked out before it goes live.

Any feedback on the payment plan? Not yet, but will probably have more in January as the next semester start date is closer. If they start this date, they have one template, if they start on a later date, they will have a

different template. All that assumes you only have one payment plan per term, but if you try to have more, it can become problematic.

Retention Alert – this works sometimes but not always, they have a batch process to change the status in different cases, the concern is the drops, or withdrawals, with exception of a handful of students, but we know who they are, faculty if they have someone they have submitted and they are still on their roster, fear is the student's will be asked because the process is not currently working correctly.

c. Pending Projects

- **Student Work-Flow** – Suspended currently.

III. New Business Items - None

IV. Updates and Announcements (All) - None

Next Meetings

Monday, January 10, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, February 6, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, March 6, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, April 3, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, May 1, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, June 5, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Members:

1. Terry Kleffman – Chair
2. Diane Brice – alternate Maria Juarez
3. Tiffani Crosley
4. Mia Forrester
5. Toni Gray – alternate Tiffany O'Neal
6. Olga Kleffman
7. Jarrod Madden
8. Ernesto Olmos
9. Kelly Prater – alternate Gail Hutson
10. Kay Taylor – alternate Ina Fiel
11. Ellen Patterson, Recording Secretary