

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**Monday, December 7, 2015****10:30-11:30am****Byrd 103***Minutes*

Members Present: Terry Kleffman, Chair, Sharon Doggett, Toni Gray, Sara Long, Jarrod Madden, Kelly Prater, Kay Taylor, and Ellen Patterson as Recording Secretary.

Guest or Alternate Members Present: Tina Babb, Joy Connors, Maria Juarez, Olga Kleffman, and Rita Wilson.

Members Absent: Diane Brice, Karen Craghead, Kristin McDonald-Willey, and Jason Norman.

I. Action Items

- a. Approval of the Minutes from November 5, 2015 Meeting. A motion was made by Sara Long and seconded by Toni Gray to approve the minutes as presented.

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

Software Update	Software Title
SU016152	Release supports the SHA-256 certificates
SU016173	Colleague Texas Financial Aid: Update to FADB
SU015810	Update for Oracle 12c date format change
SU015604	FA Link Update
SU015728	Envision update to support Colleague Web API 1.10
SU015408	Update to CORE changes in Colleague
SU015811	Update to field sizes in appl.seclass
SU015812	Update to S.THROWN.ERROR
SU015330	ILP Module Updates – UT
SU015329	ILP Module Updates
SU015178	ILP Module Code Updates
SU015315	Update to workflow for SU012980
SU012980	CORE and ST ILP Enhancements 4.2
SU012985	UT – ILP Enhancements 4.2

The Colleague Software Updates listed above are pending installation. Most of the updates except for the FA Link – Nebraska software to make sure we are good for spring 2016.

- A Special Maintenance will be done on Wednesday, December 16th for the Portal and general maintenance is still to be determined. An email will be sent out regarding the majority of end of term processing, for results for the end of the term.
- Updates will be installed on Wednesday night.

b. Portal Upgrade to 4.2

- The upgrades on the Portal has already started, and will be put into production on Thursday, December 17, 2015.
- There will be a side up where the students can get to their classes.
- An announcement will be posted on the AC Connect Home Page.
- A link will be available for them to click on and go to Blackboard. Then the students will have to login just like they do normally with their ACNETID and password, until the integration pieces can be completed between Colleague and the other systems.
- When the students access Blackboard and Google Email they will need to login with the ACNETID and password.
- This will allow the users to login directly to the Server that for the Portal until the updates are finished.
- Dual Credit classes will run through December 17, 2015 and grades will be submitted a week or two later.
- All access to the Self Service will still need to be available for the employees to access as needed.
- There was talk of waiting until Monday, December 21, 2015, but wanted to do on the 17th in case there are any issues that need to be fixed before the Christmas Break.
- There will be a note on Blackboard that says the following grades have been posted on Colleague, then the process would need to be verified before posting.

Terry Kleffman gave a demonstration of what the Portal will look like after the upgrade is complete. Self-Service is already working. Might make the Registration Activity Tab go away since there is nothing under this area yet and will not be for some time?

- Can we put instructions out there so the student will know where to go? Explaining where the Portal is and how to access it. It might be easier if instructions were posted on the home page of AC Connect.
- All the tabs will then be located on the left side. The plan was to have this ready before the holidays but it will probably still being worked on during the Christmas Break.

A student can't drop except through their instructor, they can drop before the class actually begins, but will still need approval afterwards before the drop request will be final.

The demonstration on the new Portal is impressive and hopefully the users will still think that after the Christmas Break in January. The Portal will be updated with upgrades on 16th, there will be no integration between Blackboard and Colleague until the Portal updates are done.

There will be a link on the AC Connect home page that says: “If you need access to AC Classes, login here, for Colleague login here.

c. Review of Student AR Finance

- A review was then given of what the Student AR Finance page will look like in the future. Olga Kleffman logged in the Self Service Section to View Account Activity. This will allow a student to look at their account and be able to pay their balance online, this will also be great for Financial Aid department staff.
- The student can make a payment, look at their account activity, their classes that they are currently scheduled for and what fees are attached to the class. This will allow the student to view a statement of bills paid and bills due.
- This will also work for Continuing Education Classes, the student can pay online for CE Registration or in person.
- If the company is paying for sponsored classes it would never show up on their AR, it will only show up on the companies account.
- This will also show how much each course cost, any additional fees and if Financial Aid was used to pay for the classes.
- Who will have access to STAV? – Anyone that can take a payment.
- This will also show their balance as a credit since the payment is pending.
- It will say Amount Awarded, if they participated and how much they spent along with any balance that is due.
- If the student asks – Why am I not eligible for all that money for 9 hours vs 12, they are ineligible for the full amount the student sees because of the FA screen, we can see exactly what they are seeing.
- with SFAV the user can view the previous terms too, you can see it all or just the portion you are wanting to see.
- the user can also print a Copy of Receipt – the student can detail in and print the receipts themselves instead of calling us all the time.
- Will it show if they use the FA Link, it will not have the detail on the books, but it will have the total amount paid and used on Financial Aid.
- This information is in the Production Account, it is live and no longer in the Test Account.
- AskAC staff is loving this new access, it allows they to have more information to be able to serve the customer better and in a more efficient manner.
- Registration Activity Tab – tied to Student Planning – we don’t own it so we cannot access that information.

III. New Business Items - None

IV. Updates and Announcements (All) – None

Next Meetings

January 11, 2016 – (may or may not have this meeting?)

February 1, 2016, WSC, CUB 103 Conference Room, 10:30am to 11:30am

March 7, 2016, WSC, CUB 103 Conference Room, 10:30am to 11:30am

April 4, 2016, WSC, CUB 103 Conference Room, 10:30am to 11:30am

May 2, 2016, WSC, CUB 103 Conference Room, 10:30am to 11:30am

June 6, 2016, WSC, CUB 103 Conference Room, 10:30am to 11:30am

Members:

1. Terry Kleffman – Chair
2. Diane Brice – alternate Maria Juarez
3. Karen Craghead
4. Sharon Doggett
5. Toni Gray – alternate Megan Eikner
6. Sara Long – alternate Olga Kleffman
7. Jarrod Madden – Alternate Melanie Castro
8. Kristin McDonald-Willey
9. Jason Norman – alternate Ernesto Olmos
10. Kelly Prater - alternate Joy Connors
11. Kay Taylor – alternate Janet Barton
12. Ellen Patterson, Recording Secretary