

**ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**

**Monday, February 3, 2014**

**10:30-11:30 am**

**Library 113**

*Minutes*

**Members Present:** Terry Kleffman, Chair, Diane Brice, Karen Craghead, Sharon Doggett, Sara Long, Kelly Prater, Jason Norman, John Salazar, Brenda Warren and Ellen Patterson as Recording Secretary.

**Members Absent:** Kim Davis and Carol Moore.

**Guests or Alternate Members Present:** Tina Babb, Olga Bustos, Joy Connors, and Rita Wilson.

**I. Action Items**

- a. Approval of the Minutes from December 2, 2013 Meeting. A motion was made by Brenda Warren and seconded by Karen Craghead to pass the minutes as presented.

**II. Discussion/Information Items**

**a. Blackboard / AC Connect update**

- for the most part Blackboard is working well.
- there was an issue with grades not showing up at the end of the fall 2013 semester because the grades were not all imported until the end.
- for the spring 2014 semester the grades will be imported every few hours instead of all at the end so this should not be a problem again.
- for fall 2013 half of all the grades for classes were imported thru Self-Service instead of Blackboard because of importing issues.
- A lot of the grades had to be entered thru Self-Service because not all the faculty have switched over to Blackboard as of the end of fall 2013.
- Currently IT is working with BlackBoard to import the grades thru mid-term so that students will know whether or not they are failing before it is too late to withdraw from the class without penalties, pricing for this change is in the process of being negotiated.
- Also, waiting on permission from a grant so the students will be able to swipe their identification cards when they enter the classroom to track attendance for the whole semester for only 20 to 25 classrooms across AC Campuses, this is only about five to 10% of the overall number of classrooms that will be used for this pilot. The faculty member will decide how much the student's attendance will be a part of the overall grade for the class.
- There has been an issue with students showing up as being registered in a class on Blackboard after they have already dropped out prior to the start date.

- IT is working on what shows up for students being registered in Blackboard on the Portal but the merged classes are currently causing problems with this information.
- AC Connect is not communicating this information currently and is still experiencing growing pains with accuracy in the number of students registered for each class.

**b. Colleague software updates**

<b>Software Update</b>	<b>Software Title</b>
SU012413	Colleague ODS 1.3.1
SU012500	Colleague Payroll Tax Table
SU011563	Envision update to support Colleague Data Defense
SU012514	Update to 2013 T2202A PDF form
SU012403	Support for Office 2013 in Colleague UI
SU012431	Colleague Payroll Tax Tables - Tax Year
SU012347	NSC Reporting Client Sat 5 Release
SU62610.89	Colleague Advancement and Core Fall 2013 Bundle

- All the updates will be loaded in the Test Account for review and testing on Thursday of this week.
- The Colleague Advancement and Core Fall 2013 Bundle should be easy to install with no changes needed.
- Envision update to support Colleague Data Defense – this will encrypt information and data as it is stored for security purposes.
- Colleague Payroll Tax Tables will run their utility
- Update for Office 2013 in Colleague UI – will check to make sure AskAC is doing merges.
- All of the end of year forms have been sent out as of last Friday.
- The AC Foundation wants to make changes to the Applications – Terry and Tracy will have a meeting in the near future to discuss these proposed changes.

**c. Business Objects Update - None**

**III. New Business Items**

**IV. Updates and Announcements (All) –**

There is a new option for students to be able to request a PDF copy of their transcripts within 15 minutes. It can be sent in PDF format. Some places will not accept PDF format. This process has only been available and ready to use for a little over a week.

Windows XP will not be supported for updates after April 2014. If the current users do not do updates to their computers they will be a bigger target for viruses in the near future.

There was a problem with PayPal accepting credit card transactions at the end of last week, it was an issue with VeriSign and the Symantec certificate. This issue has

been resolved and the information is secure, everything is running properly at this time. This issue was out of our control because it was between PayPal and VeriSign.

TREX Transcripts will be working as soon as possible the AC Foundation is starting to send them that way more and more. Janine and Terry discussed last week a few changes that will need to be made from a testing portion before ready for use.

It was asked by a member – How long before the 2014-15 Pell Schedules would be ready and updates would be done? It will probably be in March or April with validating information, some updates have already been installed and should be ready within 30 days if the Department of Education posts their information in that timeframe.

Will Novus be available on AC Connect soon? IT Staff is looking into a link that will be available from the AC Connect homepage so that users can access from offsite and approve time sheets for their department like the requisitions on Colleague.

**Friday, February 21, 2014 will be the next scheduled Monthly Maintenance.**  
An email will be sent to all AC Faculty and Staff as a reminder on Monday, February 17, 2014.

#### **Next Meetings**

**Monday, March 3<sup>rd</sup>, 2014 – WSC, LIB 113**

**Monday, April 7, 2014 – Meeting Cancelled – Ellucian Live 2014 Conference**

**Monday, May 5, 2014, WSC, LIB 113**

**Monday, June 2, 2014, WSC, LIB 113**

#### **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