

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING
Monday, February 4, 2013
10:30-11:30 am
LIB 113
Minutes

Members Present: Terry Kleffman, Chair, Diane Brice, Karen Craghead, Sharon Doggett, Sara Long, Kay Mooney, Carol Moore, John Salazar, Ellen Patterson as Recording Secretary.

Members Absent: Kay Campbell, Kim Davis, Jason Norman, Brenda Waren.

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

I. Action Items

- a. Approval of the Minutes from December 3, 2012 Meeting. A motion was made by Sharon Doggett and seconded by Sara Long to approve the minutes as presented.

II. Discussion/Information Items

a. Blackboard

- Training Dates for using Blackboard will be announced by the Center for Teaching and Learning for AC Faculty and staff later this spring.
- Ellucian Year 3 Action Planning Strategic – Data is still being gathered from Meetings held last week at AC Downtown Campus with Ellucian.
- There will be a briefing discussed at the AC Presidents Cabinet Meeting later this month will allow more discussion on What they see has been accomplished regarding the original plan.
- Concentration should be directed toward Continuing Education Online Enrollment to improve the public image so that more students will be able sign up for classes online.

b. Colleague Portal

- With the installation of the Portal and ILP integration to Blackboard this will all change by spring 2013.
- Another meeting will be held before Spring Break (March 11-15, 2013) to see how the Portal is working with only one login for Datatel, WebAdvisor, email, Gmail and this will be all accessed depending on the constituents groups, will be different for Faculty, Staff, Students, Applicants, Alumni, Part-time, Dual Credit, etc.
- This will also change the way emails are handled
 - emails for faculty, staff, students, and dual credit will be accessed in the Portal along with calendars and announcements for upcoming events
 - class schedule and locations will show up on their calendars in the Portal too
 - All Amarillo College Publications will have to be updated by fall 2013
 - AC Online, WebAdvisor, MyACcount will all disappear by fall 2013 and will be available in the Portal under AC Connect
 - All communications between AC Faculty, staff and students will be sent as email in Portal – not the current Learning Management System, this change was decided and approved by Dr. Russell Lowery-Hart.
 - Current plans are to implement by March and April 2013 so that preregistration for summer and fall 2013 classes can be done online thru the Portal.

Beta Sites for Ellucian Mobile, previously known as MOX. This program was used mostly by people in Amarillo and the surrounding area wanting information on Amarillo College with regards to classes available and at which locations there were being offered.

- College Relations is working on the marketing for the Mobile App for Amarillo College now.
- May close the Blackboard Mobile App and just use Ellucian Mobile
- Software for this program has not been released yet, should be ready by the end of February 2013.

c. Colleague software updates

	Software Update	Software Title
HR	SU61839.63	Colleague Payroll Tax Tables - Tax Year 2013 Update #3
	SU60746.63	Release System: 2013 Winter Maintenance Release
	SU59957.07	Performance Enhancements for Financial Aid Transmittal Process (FATR/FATP)
	SU61800.85	Release STWEB.DEFAULTS for future releases & add EFC override for PROFILE apps
HR	SU61723.63	Colleague Payroll Tax Tables - Tax Year 2013 Update #2
	SU61677.25	Updated ST.FILE.SPECS for ISIR.FAFSA
	SU61340.52	IPEDS: ICMP Completers Survey Update
HR	SU61234.67	Colleague Payroll Tax Tables - Tax Year 2013 Update #1
	SU61112.78	CalMIS - 2012 Maintenance Bundle 4
	SU58972.63	FA: 2013/2014 ISIR Processing software update
	SU61333.15	California Retirement - California Pension Reform Update (AB340)
	SU61005.75	CalSTRS - CSRA Address Regulation Update
AR	SU61537.37	Student Finance Maintenance 2012
	SU59919.04	Colleague Student Delivery Supporting Student Academic Planning
AR	SU59552.25	Deposits Due Enhancements
AR	SU58828.41	Student Finance Statements
AR	SU58781.48	Student Finance Performance Enhancements
	SU61291.67	PA and 2012 YE Regulatory Releases Follow Up

HR		Since we maintain our own tables no action required. The updates require running an import process to change the tax tables.
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Human Resources has already loaded the tax tables for 2013 so this will not need to be done during monthly preventative maintenance process.

Student Finance from Version 1 to 2 will be installed on Friday, February 15, 2013. Dewayne Higgs is currently reviewing those updates to make sure they will be working properly by then and ready for live testing shortly thereafter.

If a student is having problems with information shown on Finance (Payment or Registration) screens, then the Business office staff can go in and see exactly what the students see on the screen and be able to help answer questions or give advice on how to complete necessary information.

Fields that was previously set as required on MAE regarding addresses and information have all been rolled back to a later date so that testing can be done to make sure this part is working correctly.

III. New Business Items

John Salazar would like to do a test run for **Blackboard Connect** (the new Emergency Notification System) this week so it can be tested to make sure it is working properly.

- John wanted to test the Blackboard Connect System on the ACT Committee Members.
- AC has to have permission from students before sending them a text.
- Students have the option to continue or discontinue receiving text messages by answering no after the first one is delivered.
- Students can also receive their text messages in English or Spanish depending on how they set their preferences.
- Blackboard Connect will also send out other notifications whenever needed without charging additional fees to AC.
- Joy Connors will need to be trained on this program because she is charge of contacting the retired AC Employees.

Regarding the **Ellucian Strategic Planning Meetings** – the staff was not really sure what should or should not be discussed at the meetings.

- Can items up for discussion and points of interest be discussed in the future at previous ACT Committee Meetings?
- eAdvising has never ever really worked for AC.
 - Will AC receive credit for that purchase price, not more maintenance or training?
 - Certainly additional items should be credited to AC to make up for funds spent on this program.
 - anything related to Ellucian is up for discussion at the Strategic Planning Meetings.

Regarding **AC Connect** – will College Relations let everyone know when it is up and ready for testing?

MyAccount is currently being used as more of a maintenance tool, where passwords can be reset for users by staff if needed.

-This site will still exist for a period of time or the role for this site will change.

WebAdvisor will still be used for registration of classes for summer and fall 2013.

-This site will still exist and be accessible but will not be as visible like it is now on the AC Home Page.

IV. Updates and Announcements (All)–

Next Meetings

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

Members:

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