

**ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**

**Monday, March 4, 2013**

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

**LIB 113**

*Minutes*

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

**Members Absent:** Kim Davis, Jason Norman, Brenda Waren.

**Guests Present:** Lee M. Colaw, Jarrod Madden, Rita Wilson

**I. Action Items**

- a. Approval of the Minutes from February 4, 2013 Meeting. A motion was made by John Salazar and seconded by Sara Long to approve the minutes as presented.

**II. Discussion/Information Items**

- a. **Blackboard**- only committee members that teach or are enrolled in a class will have access to Blackboard which by Fall 2013 will be replacing current Angel LMS.
- b. **Colleague Portal – Update / Demonstration** – committee members have all been setup with accounts and can access the Portal at [ACConnect.actx.edu](http://ACConnect.actx.edu)
  - Committee members can logon with their ACNetId and password
  - this will allow access to calendar, Outlook and Google email
  - A suggestion was made for a Chat button as is currently listed on AC Homepage for users when they have problems or questions
  - Course Catalog will allow for a search engine to look for classes on the Portal for both faculty and students
  - after the Portal is setup there will no longer be a back door to get onto AC websites for people not directly related to AC as faculty, staff, student, dual credit, CE
  - Committee Groups will be setup on Portal too, so things pertaining to those users can be on homepage
  - Future Student, Current Student, Faculty, Employee
  - with the Portal, users will be able to access, information currently on Web Advisor, Blackboard, Outlook Exchange and Google Emails and Datatel without having to signon again.
  - the Portal is live now for faculty, some IT staff and ACT Committee Members.
  - Rita Wilson wanted to be notified when the Portal will be live to all faculty, staff and students so that AskAC can be prepared with how to answer questions when calls are received.
  - the Portal will eliminate the use of Web Advisor in its current form and that information will be available in the Self Service area on homepage
  - MyACcount will continue for another year, but is currently only used as a maintenance tool and to allow for passwords to be reset for users. After installation of the Portal is complete – MyACcount will just be used by IT Technicians and John's Staff as a maintenance tool for users.
  - Financial Transactions – the requirement for login and passwords to approve requisitions will still have to be necessary because that is a requirement by the Business Office and Auditors as a second verification prior to approval of requisitions.
  - Links for the user's to see number of Outlook and Google emails will show up on the Portal homepage.
  - Campus News, Events and AC News from College Relations will be on the Portal Homepage too.
  - the focus for the portal initially is to make the Academic parts work for the Faculty and students, homework, tests, assignments, Class Meetings will all be listed on the student's calendar when they signon the Portal and added to their calendar of events.
  - The Announcement block on the homepage will be a way to communicate to a specific group of people – when the message pertains to select individuals it will appear on logon to the Portal, this message will show up on only their homepage (ex: AC Foundation, College Scholarship Notes, Transfer Opportunities, Biology, Dual Credit Students Reminder to register for classes in upcoming semester, and Job Fairs).

### **Blackboard Learn-System Administration Logon – Terry Kleffman**

- Classes have already been moved over from Colleague, along with accounts and other information pertaining to that area.
- Classes will be updated thru the background processes along with student's account, faculty, class total enrollment information will all be updated seven days before the start date of the upcoming class.
- User's will need to be sure that when they logon to Portal they mark the signon as Public or Private Computer
- Public computer will only allow the user to stay logged on for 10 to 15 minutes at a time
- Private computer will allow the user to stay logged on for several hours so the user will not have to logon as often
- Is there a way to set the computers used in public areas to be only public access so that someone cannot get another user's information if they try to logon or access while someone else is already logged onto the computer?
- The next Blackboard Training Session is set for March 18, 2013 with Faculty
- current email addresses for users will remain the same, @actx.edu for employees and @amarillocollege.com for students.

### **Blackboard Training Classes for AskAC Staff will be available in July and July of 2013 after all the online classes have been added.**

- Over 90 sections will be updated by July 2013 on Blackboard– Online, Traditional and Hybrid
- It would be ideal to be able to use the Portal for registration of summer I, II and fall classes but it may not be ready by then.
- will have to change letters to announce the Portal being available.

#### **c. Colleague software updates**

Software Update	Software Title
SU60814.63	FA: Financial Aid Shoppi
SU61017.37	UI 4.x Support for UniData
SU61085.44	Co-Requisite/Pre-Requisit
SU61700.26	NSC 2013 Maintenance

**Financial Aid Shopping** – cost of attendance for these students is available at THECB net-price calculator. Currently only in the test account, there has not been any mandates set for the shopping cart requirement for Fall 2013.

**Co-Requisite/Pre-Requisite** – Would test printing of registration statements after installation of update/

**NSC 2013 Maintenance** – National Student Clearing 2013 Maintenance is to keep track of Graduate and Under Graduate requirements for students.

Next monthly preventative maintenance is scheduled for Wednesday of Spring Break week, March 13, 2013. The Payment plan due date is the next Friday (March 22, 2013).

Diane Brice said that she really likes the Student Self-Serve area on the Portal Homepage because it makes the way the Accounts Receivable planning and payments very visible and reads the degree audit too.

Sage Address Issues – duplicate addresses have been resolved. Rita said that she has sent out rules for procedures in the future when this issue occurs to all of the AskAC staff.

### **III. New Business Items**

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

**Ellucian Live – will be held in Philadelphia, PA April 5 thru 10, 2013.**

Known AC Attendees are; Lee M. Colaw, Terry Kleffman, Tim Hicks, Janine Goode and Karen Craghead.

### **Next Meetings**

**April 2013 - Monday, April 1, 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