

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING

Monday, March 6, 2017

10:30-11:30 am

Byrd 103

Minutes

Members Present: Terry Kleffman, Chairman, Shane Hepler, Olga Kleffman, Jarrod Madden, Kelly Prater, Kay Taylor, and Ellen Patterson as Recording Secretary.

Guests & Alternate Members Present: Maria Juarez.

Members Absent: Diane Brice, Tiffani Crosley, Mia Forrester, Toni Gray, and Ernesto Olmos.

I. Action Items

- a. Approval of the Minutes from January 10, 2017 Meeting. A motion was made by Kelly Prater and seconded by Kay Taylor to accept the minutes as presented.

II. Discussion/Information Items

a. Colleague Software Installed into Production 3/3/2017

Software Update	Software Title
SU016863	Registration Billing 2
SU017370	Colleague infrastructure changes to support Advise
SU017031	AR Update to Support Colleague Cloud
SU016864	AR Collections Management 1
SU016988	Colleague Advancement 2016 Release
SU017019	Colleague Finance Quality Release #2 2016
SU017347	Colleague Tax Tables 2017
SU016970	Colleague California Regulatory
SU017432	Envision update to S.INPT.LIST.LKUP
SU017216	Colleague Student and Core Quality Release
SU017462	Colleague Tax Tables 2017
SU017055	Colleague Texas Retirement Update for TRS
SU017369	Colleague Regulatory - 2017 IPEDS GRS Update
SU017571	Colleague Tax Table Updates for Puerto Rico
SU017251	2017 update to Envision Runtime
SU017576	2017 Update to Colleague Release System
SU017569	2017 EDX Update

Registration Billing 2 – release highlights document that Terry gave to Olga that explains new type of billing that is static charges. This will offer the ability to charge based course enrollments the students have. Currently the students are charged for the whole semester and carry a balance until they register for the second eight weeks. To be able to accomplish this, we would have to change our whole deregistration model to match this, as soon as a payment hits their account, they would have to manually monitor those student’s accounts. The students with financial aid available could be excluded from this list or they would have to be green lighted before they are allowed to register and start classes each semester.

The updates for Finance include options to have more reports go directly to spreadsheets.

Copies of the details for each upgrade was made available at the meeting for anyone that was interested in seeing the changes of each update.

b. Projects

- **Self-Service Financial Aid** – all descriptions are entered, originally Kelly did not have access, but she is hoping to have it done this week and ready for testing to be setup for summer and fall registration. A meeting has been setup between Financial Aid and IT to review the CRC information entered.
- **Self-Service Student Planning** - four curriculum track plans have been added so they can plan ahead for four or six semesters, all the General Studies, and the pathways have been built. Education has one degree but 11 different tracks and the program only allows for one track per program. Registration is trying to generalize the programs enough so that they can have one track for each degree, and they are also writing up tracks for the other degree programs. Registration would like to completely build and flush out all the tracks and programs before it is available and to include Summer as default. They are working hard to make it available to all students for summer and fall registration.

There was a general discussion about the scheduling of student classes. Starting in Fall 2017, the default scheduling option will be for students to take year around classes. The students will not have any option to opt out, they can’t, they will not have the option to attend summer classes, but a lot of classes are not offered during summer, most are only offered in fall or spring semesters. This may require a change in how classes are scheduled into the rotation. If the student does not attend all three semesters, they have to remap it. Some students just can’t do it in the summer, especially if they have kids out of school, no daycare, student planning can help accommodate for this change. Anytime the student goes off track they have to meet with their advisor before they can start classes again. The program wants to make it required instead of optional that the students attend summer classes. Going to WTAMU and do the reverse transfer, can cause student burnout pushing them to go year around. Still the goal is to have it ready for April 10th summer and fall registration. There will be training for Hereford and Moore County Campuses in March so they can be ready for summer and fall registration too.

- **U.I. 5** - is available for general use in conjunction with what the users are using now. There are still some improvements that can be made but it may just be on the performance side. The user will see that it looks totally

different that it has in the past. Users will be slower until they figure out the specific patterns for getting through screens to go where they need too. Users can't use the same keys for shortcuts. A pdf that lists all the new shortcut keys will be sent out. There is some leeway on when this will go live for all users for the AskAC staff because they will be the ones using it the most to help students for calls and registration. ImageNow is going to take a while because every single form has to be remapped, so access to both versions will be available to users for a period of time.

It was asked who has access to the Ellucian support web site, all of the ACT Committee Members and some department heads currently.

There is a new area available for users that has training classes to show the difference between the old and new versions, they are all video's that last only three minutes each, six or seven total. The training for basic generic information was pretty good, but the more detailed training was not very helpful. The training videos are more helpful for new users rather than seasoned ones. The new videos are only for UI5 version.

c. Pending Projects

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

d. Other Updates

- Shane Hepler discussed other updates and ongoing projects being processed by Programming Services staff members currently:
 - Integration of Cornerstone – the IT part is close to being done.
 - EOD side still has a lot to do with forms being electronic.
 - Paper to Paperless with other forms on AC Connect – staff is slowly working on those to be electronic too.
 - Honor's Application was rolled out two weeks ago
 - Nursing Program now has online prescription forms
 - IT Staff are working on tons of forms and by August plan to have at least 1/3 done.
 - Use of College Property is a pain because the actual workflow of where it will need to go next to be processed depends on what the request is for
 - Also it will need to have a layout of room setup for requests of meetings or events (round tables, versus long square ones, podium, etc.)
 - College Relations is in the process of making templates for the groups that will be using it.
 - When we send out things to students and employees – does it work or not?

AC is purchasing ILOS for video captioning this will assist in providing consisting for video captioning and ADA Compliance. They are working with Heather and her team to gather location and type of videos so that we can work to be ADA Compliant and to make it available for web videos to meet compliance requirements.

Currently, IT Programming staff are in the process of redoing the whole website from scratch, it will have a new look and feel, adding all the pathway stuff and things like that too. All departments will have a template to work from so it will all have the same look and

feel. We and Sadie from College Relations will be in charge of making sure the content requirements are met. Is there a target date? Hopefully this will be done by the end of April but not all departments will be converted by then. The main home page will be completed, all the pathways will be completed, as everyone turns in their stuff it will be completed too. The branding will be the same across the site for all departments. New servers will be in place and other changes will be done on the backend. They will be virtual servers and it will run faster than in the past.

IT Programming staff are also in the middle of a faculty roster rewrite for SACS stuff due to be done by the end of April as well.

Sarah and Tim will start looking at reports issues for the Business Office too.

III. New Business Items - None

IV. Updates and Announcements (All) –

Ellucian Live is the week after Spring Break, the following persons will attend:

Terry Kleffman - CIO
Tim Hicks, ITS Programming Staff
Maria Juarez, Registration Staff
Diane Brice, Registration Staff
Mia Forrester, AC Foundation Staff

Next Meetings

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. Shane Hepler
7. Olga Kleffman
8. Jarrod Madden
9. Ernesto Olmos
10. Kelly Prater – alternate Gail Hutson
11. Kay Taylor – alternate Ina Fiel
12. Ellen Patterson, Recording Secretary