ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING
Monday, March 7, 2016
10:30-11:30 am
Byrd 103
Minutes

Members Present: Terry Kleffman, Chair, Diane Brice, Toni Gray, Sara Long, Jarrod Madden, Kristin McDonald-Willey, Jason Norman, Kay Taylor, and Ellen Patterson as Recording Secretary.

Alternate or Guests Present: Tina Babb, Joy Connors, Cara Crowley, Maria Juarez, Olga Kleffman, Ernesto Olmos, Heather Voran, Rita Wilson

Members Absent: Karen Craghead, Sharon Doggett, Kelly Prater

I. **Action Items**

   a. Approval of the Minutes from February 1, 2016 Meeting. A motion was made by Jason Norman and seconded by Toni Gray to approve the minutes as presented.

II. **Discussion/Information Items**

   a. **Attendance Responsibility**
   -There is a high interest in what is going on with Colleague and the different departments or pieces that go with it. We would rather the members of this committee have a direct influence on the decisions being made instead of being told what will need to be done. Attendance at all meetings is important.

   b. **Discussion on Online Ellucian Training On-Demand Subscription Library (ODSL) Cara Crowley, Chief of Staff**
   - Russell Lowery-Hart has charged Cara Crowley with knowing all the Ellucian Modules that we have and why if we do not use them.
   - With People leaving and the time it takes for retraining new employees – for online training there are 5 essential seats and two non-essential seats for other users to learn on.
   - Are there modules we are paying for that we are not using?
   - Discussion about ODSL
       o The website is **Ellucian.okta.com**
       o Testing site to review information and see how it affects each department.
       o Train the Trainer, what are other schools doing?
       o As the users complete each training it documents your progress as the access and training are tied to your email address.
       o There is a lot under Video on Demand – login and request access, accessing student records, admission prospects, information for the

recruiter, how to navigate UI? Someone trained in each department for each different area.
- o CROA – Colleague Reporting and Analytics – series of Ellucian reports we have.
- o If the item is not in the On-Demand column we do not have access without paying more money.
- o We will have to look at what may be best way to use $30,000 for a site license for the year, train the trainer for new employees and use it for one year.
- o The Essentials includes a lot of common portal processes, basic UI navigation.
- o The Fundamental pack that allows us to access all the Student Information, but currently there is nothing on the list.
- o Currently there is one license assigned to Tim Hicks and one to Maria Juarez, they stay in effect for the entire fiscal year and can only be changed at the start of the new fiscal year or if someone leaves.
- o Kay Taylor uses the one for EOD and Jeanette Nelson for Business Affairs and that leaves only one for the fundamental pack licenses.
- o What about applicants and recruiting?
- o What other areas are available for access?
- o

Terry will discuss the questions above with Ellucian and let the members know the answers as soon as he has a response.

c. **Colleague Software Updates pending installation** – All updates listed below have been installed.

Software Update	Software Title
SU016421	Colleague – Student – California State Reporting
SU016246	Supporting changes to Ellucian Integration Hub
SU016341	Colleague Year-End Regulatory Tax Forms Release for 2015, Part 3
SU016419	Colleague CGEN Urgent Release 2 – Affordable Care Act Tax Year 2015
SU016119	Envision Update in support of Colleague Web API 1.11
SU016025	Colleague Update in support of Colleague Web API 1.11

d. **Portal Update**
- o This will be done during Spring Break to handle the integration between Colleague and the other programs. IT will talk to Ellucian on Monday. Grades are due by 8am on Monday. The new Portal should be up and running on Monday, but the new parts for integration will not be completed until Tuesday.
- o The switch will be done on Monday evening for our part, it should be up and going on Tuesday morning without totally rebuilding it. IT will delete 2000 students and then it will repush them back into the Portal when it is turned on again.
- o The link for Blackboard and Google Emails on the AC Connect Page, they will not exist in the new Portal and it will take 2 to 3 hours to build the information, hopefully to have it done by the end of the day on Tuesday of Spring Break.
- o Some students will be without service on AC Connect on Tuesday until it is completed.
- o They cannot register for classes if they are not in the Portal. They will not be able to login, we could put a link to the old service. We can also do it by hand just for that day until it is fixed. There could also be troubles connecting until after March 15th.

- o It is working in the Test Account but sometimes things happen differently when you do the installation into the production account. Students can call if they cannot get in for Registration. Wednesday, it should be back up and running like normal.
- o Terry did a demonstration for the new Portal and how it will look compared to the old one. www.acconnect.test.edu.
- o All the access is on the left side under the Menu tab – this is the biggest navigation difference with the new portal.
- o This is a responsive design, if the user was in the system prior to Christmas Break, then they will be able to access the new Portal.
- o Google Email – can't experiment with the current test site because it is not supported in this version.
- o Monthly Preventative Maintenance will be done on that Tuesday too.
- o The Student and Staff constituencies are being utilized for the new portal, however we may change to All AC Employees in the next 3 to 6 months.
- o Current Student – shopping cart is not currently working – more options in the new one, old one is still up with only a short list of options.

- e. The information for the Affordable Care Act is due by the end of March so the IT Staff will be working on that for the next few days to prepare for deadline.

III. New Business Items

Jason Norman – Student Retention – When a Student changes their major that their green light should be automatically wiped out so it forces them to go to their advisor. Anyone that changes their major should be required to meet with an advisor, the end date of the green light should revert to yesterday. XPRG – two major changes and they should have to meet with the Registrar too. Need to have a process where the students have to confirm the contact information. Sometimes they are not aware that we have the in-correct information. Now they have to go into Self Service – where if the majority of their contact information is wrong and have them fill out the form to update. Accutrack does not work with Colleague to update the information, as part of the check-in process.

Registration and AskAC would like for every time students enroll in a class or the 180 days. Every 90 or 120, what if it is tied to Registration and every time they make a schedule change. The point is to verify and have their most current contact information at all times if possible. This is very important especially for Wait List – because they need to be able to be contacted immediately to register for the class. They need to update their contact information at least once a semester to stay current.

There is an Address Verification screen. Usually the personal email address are not current, and takes longer to update online, this screen shows only their mailing address not their residence address. Current Student – Change or Verify Address. Mailing Address in bold or Red. We used to call the students manually, but we do not now. We used to also put a hold on their screen, but now it depends on how busy AskAC is at the time. The contact information needs to be current as possible so if they live out of state or county, or make other changes so we can contact them if needed.

IV. Updates and Announcements (All) – None

Next Meetings
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
6. Sara Long – alternate Olga Kleffman
7. Jarrod Madden
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