ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING
Monday, April 3, 2017
10:30-11:30 am
Byrd 103
Minutes

Members Present: Terry Kleffman, Chairman, Diane Brice, Mia Forrester, Shane Hepler, Maria Juarez, Olga Kleffman, Jarrod Madden, Tiffany O'Neal, Kelly Prater, Kay Taylor, and Ellen Patterson as Recording Secretary.

Guests & Alternate Members Present: Maria Juarez and Tiffany O'Neal.

Members Absent: Tiffani Crosley, Toni Gray, and Ernesto Olmos.

I. Action Items

a. Approval of the Minutes from March 6, 2017 Meeting. A motion was made by Kelly Prater and seconded by Olga Kleffman to approve the minutes as presented.

II. Discussion/Information Items

a. Colleague Updates - Pending

	Software Update	Software Title
	SU016535	2017 Update to Envision Runtime
	SU016861	Colleague changes to support Software as a Service (SAAS)
	SU017220	Envision update in support of Web API 1.15
	SU017221	Colleague update in support of Web API 1.15
	SU017331	2017/2018 COD Processing Update
	SU017440	DMI Release for 2017/2018 COD style sheet to support 4.0c schema
	SU017525	Changes to support Colleague subroutine hooks
	SU017568	Colleague HR IPEDS; Regulatory Updates for 2017
	SU017632	Colleague SEVIS; OPT Updates – supervisor data
	SU017678	Colleague SEVIS; DMI OPT Updates – supervisor data
	SU017721	Colleague HR-IPEDS; Regulatory Updates for 2017 – Part 2
	IN017219	Colleague Web API 1.15 Installation
	IN017263	Colleague Self-Service 2.15
	SU017489	Colleague AR Configurability Enhancement 2017-1

Terry brought printouts of the pending updates for anyone that would like to review or discuss. Kelly Prater requested the printout for 2017/2018 COD Processing Update. Questions were requested regarding the Colleague AR Configurability Enhancement 2017-1 update. This update will need to be reviewed if they are adding any new forms for processing.

b. **Projects**
- **Self-Service Financial Aid** –the meeting scheduled for Wednesday of this week has been postponed until a later date.
- **Self-Service Student Planning** –Student Planning was turned on last Friday. They went ahead with the six tracks built and will continue building tracks and refining those. Students can go ahead and build their timeline. Reported issue of the timelines are not reading our current equate fields this has been reported to Ellucian, when the student used degree audit to build their class schedules it works. When you build a student's plan you can look back and see what the student has already completed for coursework. When you setup the timeline it is good that they do not automatically delete the past classes completed. The past completed classes will not be deleted unless they are manually removed. Should the old advising requests be removed from the timelines? It could be that all the PLR E-Advising plans be noted and then removed. Some of the staff have went and loaded tracks so they have a listof tracks. The Advisors may need permission to delete as they are working with the students.
- **U.I. 5** –Shane explained that as soon as his staff is done with the faculty roster Tommy Morrison will be working on the ImageNow pieces that will be completed department by department. Once Tommy Morrison starts working on the forms and changes that will need to be made, he will let everyone know when they will be available in updated versions. Once the changes have been made users will only be able to access UI.5 and not mix them like now. Tommy is currently working on SACS requirements.

c. **Pending Projects**
- **Student Work-Flow –** Suspended currently.

d. **Other Updates**
- **Discussion of Ellucian Live 2017** – Diane and Maria said that they really learned a lot of new ways of working with Colleague but wished it was not so expensive to go to the Conference for registration and hotel expenses. Elevate is a possibility of an addition in the future, but until the students or staff can pick at the section level for classes that come back to Colleague it will not work for AC but there are benefits to this program. Diane and Maria attended several sessions on Student Planning and realized that most of the schools have not used the Curriculum Track but they are using the Degree Audit and it does read the information submitted.
- **Graduation Application and Self-Service** – This can be used to enhance notifications to graduates, AC has never been able to estimate how many

students will be attending commencement. Last year we were above capacity so the Civic Center said that we are going to have to do tickets or they will do it for us. With the Self-Service application we can tell how many people the students are going to bring or we can sell tickets though that venue too. Maria said that with the Ellucian Go app that push notifications can be triggered through Colleague for wait list notifications. Do we have analytics with a list of how many students are using this app? If only 1% are using it, this may not be worth all the work. The app could feed data back to us so we can tell how many are using it. If the students have a reason to use it, we can market it and then more students will use it if they see the benefits. This information could be listed on the brochure as one of the apps we want the students to use during New Student Orientation. The other sessions attended by Diane and Maria were Communication tracks and this is one that AC needs to start using more. We have student work-flow so we could use it to help build the class schedules, so we can follow this suggested strategy from sessions at Ellucian Live. They are working very hard to make it easy for integration to Colleague, so all the data and student forms are easier to use for the different products a customer has such as Banner, SQL, Colleague, etc. Cornerstone is on the integration list and they are supposed to be completed sometime this year. A discussion that the majority of Web Advisor forms have been released as self-service applications. A list is supposed to be produced by Ellucian of which applications were still outstanding. A good reason to go to ELive was the co and pre-requisite session Diane attended at the Conference, she did not realize there were easier ways to do this, every session is not that way but it can be a benefit of attending.

- **Mia Forrester** had really high expectations for attending, it was a great opportunity and it gave her a lot of hope, she attended some sessions on scholarships, stewardships, advancements, alumni relations and how they use the system for donor tracking. Mia attended a Finance session too and learned how it is all integrating, will be used Communication and helped with learning what questions to ask and how to communicate to other departments. Mia also downloaded a lot of PowerPoint presentations from the meetings that are available online too and the E-Communities, it helped a lot just by knowing where to look and realized there was a lot of support that she was not aware was available beforehand.
- **Ellucian Live will be held in San Diego, California April 8-11, 2018.**
- **Other Updates** – Shane said that regarding Cornerstone Sarah and Ina are in the middle of the On-Boarding processing, EOD is working on that end and we will do the final integration on moving information back and forth.
- **Mia Forrester** is redesigning how donations are given to Foundation.
- **Olga Kleffman and Tim Hicks** have a report they are working on that is currently showing the wrong data for sponsors on cancelled classes.
- **Paperless Initiative** – Corey and Tommy D are almost done with the Use of College Property (UCP) form, they are doing a lot of testing now, to

make sure it is widely communicated. EMMA is now being used for the monthly WIFFY report.

- **Faculty Roster Rewrite** – this will be rolled out in the next couple of weeks.
- **AC Web Rewrite** – currently this is planned for roll out on May 16th, just working on finishing all the major layout changes, lots of testing. College Relations has a lot to do on Content related information, they will tackle and complete the content after it has been rolled out.
- **Online Application** – this will be used for prospect cards in an online version. Apply Texas imports are being done to fix where the data is getting mixed up.
- **Financial Aid** – currently the Welding GL codes are being worked on for the next two weeks and should be fixed by Fall for Carol Bevel's report. Currently the Welding courses and how they are setup, the report needs to be fixed, in case it changes in the future, they need to look at all the right pieces. EMMA for WIFFY will give a lot of analytics that will tell if anyone is reading the emails sent out, it will determine what is being sent out, why spend two weeks putting it together if no one is going to read the information. Also will be able to get analytics off it and make sure the information is useful, design time, 12 or 13% open rate currently for the emails and links. This is being used to track Registration for the picnic, it is how the food amounts will be decided for purchase. There is a column with links on the side, link for specific training available if you want to go out and read more information you can, With-in six minutes a 100 people had opened the email and clicked on the links for the picnic. Met with Physical Plant on Friday, and wanted to work with the supervisors to say you have to give their employees time to read their emails. With Cornerstone they will have to get on the computer for evaluations to keep up on their deadlines for information due to Human Resources (EOD).
- **EMMA** – What is it? It is just a service that we can get massive amounts of emails without getting spammed, to be able to track for mass communications and College Relations is using it to send information out to Continuing Education (CE) students, past, and present so they can know of their marketing strategies what is working. You will have to talk to Wes Condray to discuss sending out an email. It could be used to find out if payment notification plans by emails is effective or not? It has to go out in a certain built way with the EMMA template, it gets updated by Wes. If they wanted to see how effective, it is or not, How many on a payment plan? How many are reading their emails? That data could be powerful, there are a lot of reasons to have that system. This is a replacement for Mail Chimp because the analytics were very poor, you had to have a technical background to use it. Kay Taylor, Janet Barton, and Wes' team in College relations are currently using this program, their department paid for it. It could be used to see which email addresses are active. It will only send to primary email address.
- **ACT Committee** – is the central group for looking at data and changes to the different areas of Colleague. If someone has things they would like to discuss to see if this is the right group for these questions.

III.   <u>New Business Items</u> - None

IV.   <u>Updates and Announcements (All)</u> – None

<u>Next Meetings</u>

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

<u>Members:</u>

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