

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**Monday, June 2, 2014****10:30-11:30 am****Library 113***Minutes*

Members Present: Terry Kleffman, Chair, Diane Brice, Karen Craghead, Sharon Doggett, Carol Moore, Kelly Prater, and Ellen Patterson as Recording Secretary.

Members Absent: Kim Davis, Sara Long, Jason Norman, John Salazar, and Brenda Waren.

Guests or Alternate Members Present: Tina Babb, Olga Bustos, and Jarrod Madden.

I. Action Items

- a. Approval of the Minutes from May 5, 2014 Meeting. A motion was made by Karen Craghead and seconded by Kelly Prater to approve the minutes as presented.

II. Discussion/Information Items

- a. **Blackboard / AC Connect update**

- Blackboard released their Spring/Summer upgrade the weekend before summer classes started to SP14. Blackboard does releases for upgrades two times a year.

- b. **Colleague software updates**

	Software Update	Software Title
	SU013094	Colleague Finance – General Ledger
	SU011950	Spring 2014 Envision Form and Batch
	SU012914	Texas Regulatory 2014 Release 2
	SU012781	Colleague Regulatory NSC
	SU012943	Colleague Finance – General Ledger
	SU012934	FA COD processing update
	SU012725	Colleague HR - HR, Payroll, Position Control Enhancements
	SU62835.74	CalMIS: Student Success Regulatory

- Colleague HR – HR, Payroll, Position Control Enhancements and CALMIS: Student Success Regulatory – were not installed during the May monthly preventative maintenance due to power outage issues.
- Only the mandatory updates were done at this time due to power outage issues.
- the other updates listed above are new and will be put into the test account in the next day or so.
- FA COD processing update will affect the transmittal of financial aid information for fall 2014.
- Colleague Finance and Spring 2014 Envision will fix problems for the 942 update.
- Note that Financial Aid Database Reports are due in July
- Texas Regulatory 2014 Release 2 is part of the Coordinating Board related updates
- CalMIS: Student Success Regulatory is a California report.

c. IT equipment upgrade

- Hewlett Packard will be here Wednesday, Thursday and part of Friday of this week to install the software and firmware updates to the new Colleague Server and SAN located in Networking Services. They have to finish their part before we can start transferring information to the new servers. One is from New Orleans and the other one is from Albuquerque.
- the transfer of data from the old servers to new Colleague Server and SAN may not be completed until the end of June during the monthly preventative maintenance scheduled for the 20th.

d. Other projects

- i. **College Scheduler** – this should be ready to use in the next couple of weeks. The only issue so far is that the program may not know what the different courses should fall under for the degree plans.
 - Prior to installation this issue will need to be looked at along with other parts too.
- ii. **Card Swipe attendance project** – this will start in fall 2014 as part of a pilot program located in Byrd, Parcels Hall and four rooms in the Library (three in basement and one on second floor).
 - Mike and Albert are in the process of pulling the cables this week for the equipment that should arrive in the next two or three weeks.
 - May try to run tests for accuracy during Summer 2 classes to try and resolve any issues before fall 2014.
 - A program will need to be written to import attendance information.
 - A link for access by faculty will be available on the Blackboard ILP Integration page.
 - This information is already in Colleague as part of the Gradebook with attendance tracking capability.
 - Faculty will be able to track daily attendance even if their classroom does not have a scanner.
 - this is not available in the Test Account yet.
 - Each night they would send a file with id, class, dates and time of the card swipe
 - What if the student is not registered for that class?
 - We will provide them a file with enrollment list, class, date.
 - What kind of information will we have for non-registered students?

- may need to have them provide us a list of all students who are in attendance and not just the registered ones, to see what we get and then work on the exceptions.
- may also need to work on an official drop process
- this pilot will only start in 30 rooms
- there would be 300 to 400 rooms if we tracked attendance on all campuses for all classes daily.

SR DUG will be held June 9 and 10, 2014 in Dallas, TX.

Most attendees will leave on Sunday and return on Tuesday afternoon.

Tim Hicks and Terry Kleffman will be attending from the ITS Division

Two employees will be attending from the Business Office

III. New Business Items - None

IV. Updates and Announcements (All) – None

Next Meetings

Monday, July 7, 2014, WSC, Lynn Library Room 113, 10:30am to 11:30am

Monday, August 4, 2014, WSC, Lynn Library Room 113, 10:30am to 11:30am

Members:

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