

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING

Monday, June 3, 2013

10:30-11:30 am

LIB 113

Minutes

Members Present: Terry Kleffman, Chair, Tina Babb, Kay Campbell, Karen Craghead, Kim Davis, Sharon Doggett, Sara Long, Kay Mooney, Carol Moore, Jason Norman, and Ellen Patterson as Recording Secretary.

Members or Alternates Absent: John Salazar, Jessica Smith, Brenda Waren

Guests or Alternates Present: Olga Bustos, Joy Connors, Jarrod Madden, and Rita Wilson

I. Action Items

- a. Approval of the Minutes from April 1, 2013 Meeting. A motion was made by Diane Brice and seconded by Kim Davis to approve the minutes as presented.

II. Discussion/Information Items

a. Self-Service Approvals –

AC Connect is now setup so that approvals for requisitions can be done from homepage as follows:

www.acconnect.actx.edu

Self-Service

Employees

Financial Information

Approve Documents

This will allow approvers to be able to view and then submit their approval for requisitions while they are off-campus. This has not been an option in the past and will help with requisitions from being held up in the approval process.

Budget override – if the request is over budget approvers with budget over-ride capability would enter their password (This is primarily a business office function).

If the approver has an older iPad then the operating system will need to be updated for this process to work, for the newer iPad 3 updates are done automatically.

b. Blackboard

The pilot for Blackboard classes started May 13, 20, 28, and again on June 10, 2013. Instructors or CTL will be putting announcements in AC On-Line that the class is being taught in AC Connect Classes with a link to AC Connect (<https://acconnect.actx.edu>).

The Center for Teaching and Learning is handling the course delivery side for the classes.

There have been no problems, but many questions.

c. AC Connect

Summer and Fall classes will have access on AC Connect 7 days before the start date of the section.

Work is underway to have the most recent 5 unread messages to automatically show up on AC Connect homepage when the student logs in for their Gmail accounts.

College Relations will make an announcement near the end of July for Fall Semester.

In the future a tab of “Applicants” may be added and audiences for other defined groups such as Dual Credit students.

Once the student registers their information will be available later that day, the applicants will be pulled over for access, a process will need to be set up to make sure then information has been pushed over.

d. Colleague software updates

The items listed below will be loaded in the Test Account for access later today.

Michael, Sara, Olga and Brenda will need access to the AR Critical Updates.

Recruiter is external of Colleague an application process the AC does not own but will have to install the updates so the information will be current.

Currently the programmers and web developers are working on the Continuing Education Registration process. There will be a demonstration of the registration process at the next meeting unless it is not operational by then.

This process after completion will allow for eligible discounts to show up at the time of registration such as Senior Citizen, Employee, relative of employees or veteran.

A Shopping Cart will also be added to the program so that registration can be calculated at the time of purchase for students.

A comment was made during this discussion that if this process is successful, it would be nice to have it available for the Academic classes too.

A comment was also made that functionality to be able to green light a student from AC Connect homepage will be helpful during registration process too.

Software Update	Software Title
SU62419.19	Spring 2013 Envision Bundle
SU62101.11	Colleague Infrastructure changes to support Recruiter 3.0 - UT
SU61028.07	Colleague Infrastructure changes to support Recruiter 3.0 - ST
SU62588.63	AR Critical Update 2013
SU61911.37	HR Important Maintenance Spring 2013
SU62276.37	Colleague Financials - 2013 Client Sat 1

III. New Business Items - None

IV. Updates and Announcements (All)

Important note – Adjustments have been made to Committee Members for ACT.

Jessica Smith has been added to replace position of Kara Larkan-Skinner when she left AC recently.

Sammy Artho has also been added as an alternate for Jason Norman.

Kay Campbell is now the alternate for Karen Craghead

Next Meetings

Monday, July 1, 2013, 10:30am to 11:30am, WSC, LIB 113

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. Kay Mooney - alternate Joy Connors
8. Carol Moore
9. Jason Norman – alternate Sammie Artho
10. John Salazar
11. Jessica Smith
12. Brenda Waren
13. Ellen Patterson, Recording Secretary