

**ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**

**Monday, August 4, 2014**

**10:30-11:30 am**

**Library 113**

*Minutes*

**Members Present:** Terry Kleffman, Chair, Diane Brice, Joy Connors, Kim Davis, Sharon Doggett, Sara Long, Carol Moore, Kelly Prater, John Salazar, Rita Wilson, and Ellen Patterson as Recording Secretary.

**Members Absent:** Karen Craghead, Jason Norman and Brenda Waren.

**Guests or Alternate Members Present:** Jarrod Madden.

**I. Action Items**

- a. Approval of the Minutes from June 2, 2014 Meeting. A motion was made by Diane Brice and seconded by Sharon Doggett to approve the minutes as presented.

**II. Discussion/Information Items**

**a. Blackboard / AC Connect update**

- April release of updates has been submitted for testing.
- There are currently two issues with the grading portion.
  - Ellucian changed how BlackBoard works with announcements
  - The status for these changes will be checked next Monday.
  - Currently Ellucian is waiting on BlackBoard for updates and then they will be submitted as soon as they are available.
- Grades for summer classes are due by Noon on Friday, August 15, 2014. Most of the faculty should be done submitting grades by then.
- At 5:30pm SAP will start and take all weekend to do updates.
- We will be moving Colleague data to the new SAN during the next schedule down time.
- Could monthly preventative maintenance be done this week instead of next?
- AskAC is already back on their regular scheduled hours as of today.
- Being able to do the preventative maintenance a week early would depend on when the faculty have scheduled finals for the summer classes.

## b. Colleague software updates

Software Update	Software Title
SU012931	California State Reporting
SU013526	NSC: Update to correct SITX
SU012561	AR Updates related to Student Finance
SU012870	Envision updated in support of Colleague Web API 1.5
SU012722	Colleague update to support Colleague Web API 1.5
SU013343	Colleague Regulatory - TXHR
SU012745	Envision update to support Ellucian SAML

- Software updates that are pending in the live account will lay the ground for future updates.
- Even if we don't use the California State Reporting information we still have to put the updates in because their patches build on each other and will cause problems later if the updates are not done as scheduled.
- FA Link – currently working with TrimData to resolve any issues after the SAP is complete and let you know if it is ready to be used for bookstore sales.

## c. IT equipment upgrade

- ITS has started moving some data to the new SAN.
- in the process of moving data we plan on using a utility program to move between the SANs
- Regarding excess of phone calls - There are only 48 incoming and outgoing lines so if they are all being used for calls then the new caller will only hear a busy signal.
- Departments have been having problems with making long distance calls out and are afraid that callers are not calling back when they are unable to get through on the phone lines.
- Long distance pass codes are not tracked, departments are not charged for these calls, and these are paid by IT as part of their annual budget.
- The new disc drives are much faster and should be able to complete the SAP report in a lot less time.

## d. Other projects

### i. College Scheduler

#### Discussion of College Scheduler

- This should be able to be accessed from the AC Connect Home Page under Self-Service
- Current Student, Register – Take off the OK because it takes them in a loop that slows down the online registration process.
- Core Requisites show up as a warning at the top of the page where the classes list when registering.
- It was requested that a Training Class be set up for all the departments who have staff that work with students for registration on a daily basis to make sure

that all questions are answered and if there are any problems that need to be fixed.

- Diane Brice said she would be happy to set up a tutorial for the departments.
- it was also requested that when registering the students can see what is available first as options for classes so they can be used and filled without going thru each class and then finding out they are already full for that semester.

ii. **Card Swipe attendance project**

- The project is still in the testing phase. The information received each day will have the location of the card swipe, student and course section enrollment.
- Can there be a file of “No Information Found” or “No Match” in the Database If the information does not match then it will be deleted from the database.
- The intent is that this project will start in fall 2014 in 30 classrooms.
- Ultimately it will work if the faculty require the students to use it
- The data will be in a report and the information will be populated to show if the students are present or never attended that class.

III. **New Business Items**

**Training Class for departments dealing with Registration for classes**

- the should be a small group to review the setup screen for the Colleague Web parameters, Some of the options have changed so might need a review for discussion.
- this can be done on an annual basis to be reviewed by members to see if the information is still useful and current or when a new program is added
- the staff will need to review so they can see what the students are seeing at the time of registration versus what they should be seeing
- a meeting will be scheduled in the near future to review this information.

IV. **Updates and Announcements (All)** – None

**Next Meetings**

Monday, September 8, 2014 WSC, LIB 113 from 10:30am to 11:30am

Monday, October 6, 2014 WSC, LIB 113 from 10:30am to 11:30am

Monday, November 3, 2014 WSC, LIB 113 from 10:30am to 11:30am

Monday, December 1, 2014 WSC, LIB 113 from 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