

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING

Monday, September 9, 2013

10:30-11:30 am

Byrd 103

Minutes

Members Present: Terry Kleffman, Chair, Diane Brice, Karen Craighead, Kim Davis, Sharon Doggett, Kelly Prater, Carol Moore, Jason Norman, John Salazar, Brenda Warren, Ellen Patterson, Recording Secretary.

Guests or Alternate Members Present: Sammie Artho, Tina Babb, Olga Bustos, Lee M. Colaw, Joy Connors, Jarrod Madden, and Rita Wilson.

I. Action Items

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

II. Discussion/Information Items

a. Fall Semester Startup

- i. **Black Board** –All AC Classes are Blackboard as of fall 2013. The cross listed classes are not handled very well because they are listed across more than one semester. For the most part the integration from Angel and AC Online has gone well, just a different learning process for some of the users. Jason has had more input from students saying that if their account is not active or they have not attended classes during summer 2013 were not aware of changes and did not have access. Terry stated that the Ellucian Service Pack 10 has provided a solution to fix this problem. The Center for Teaching and Learning will handle the ILP integration with Blackboard and Ellucian for the faculty and staff. The faculty will need to complete CTL Training so they will know how to input grades to allow for them to show up in Blackboard. The CTL has been hold training classes for grade submission during summer and fall 2013.
- ii. **AC Connect** – new experience for most users. AC Online went offline on July 26, 2013, but had to be put back on because some of the summer classes were still being held. AC Online finally went offline for good until the last week of August. Web Advisor will take a couple of years before Ellucian can have all the forms necessary for Self-Service
- iii. **Other Items** – Jason Norman asked if the Green Light was able to be accessed and approved from the AC Connect home page so advisors could clear students to register without having to login to Colleague UI.

This would save a lot of time and allow students to register themselves for classes online as their time allows at the beginning of each semester.

b. Colleague software updates

Updates will be submitted on Friday September 20, 2013.

FE Student Registration Update – Is not ready for input yet

Kelly Prater will need to be added as having access to the Test Account.

Some of the titles listed below are pretty vague and do not explain exactly what they are for when it comes to updates or information.

All of the Software updates listed below will be available in the Test Account by Tuesday for access and testing purposes.

Software Update	Software Title
SU62326.37	Client Satisfaction Software Update
SU011605	Colleague Payroll Tax Table
SU63182.67	Update the Colleague Student Search Import - SAT
SU011544	Update for issues after loading 2013FA Enhancements
SU011504	Update to Workflow compilation
SU62631.44	2013 UI Envision bundle
SU62853.33	TXST 2013 Fall Regulatory Update
SU62758.78	Envision changes to support Colleague Web API 1.2
SU62594.07	Colleague changes to support Colleague Web API 1.2
SU61707.74	FA: 2013 FA Enhancements
SU62854.56	TXFA 2013 Regulatory Update
SU62646.56	TXHR 2013 Maintenance Update
SU62614.85	IPEDS Regulatory Bundle 2
SU62611.74	NSC 2013 Maintenance Bundle 3

c. CE Web Registration Process

Until recently access to CE Registration was a problem for faculty, staff and students and had to be hand walked thru the system for processing. After the anomaly was recently fixed over 600 people have been able to register online for CE programs. No longer will registrations have to be done by phone or in person with staff help. The new online CE Registration Process is 100 days old this weekend. Phase 1 has been automating this process. Legacy data is not always what you think, we know how to go from outside to do registration, the requirements to make this possible went way beyond expectations. Committees and meetings have taken more than 100 days to make this process possible. Now the process just works and the faculty, staff and students are able to register themselves online for CE Classes. Please note we will always use students,

faculty and employees to test processes to make sure they work before they are released to the public for their use.

d. ACNetId initial password

The generic PassMMDD for password reset will go away in October. We are now using a randomly generated password for users. The users will still be able to reset their passwords, but if they do not reset them after 14 days the account will be locked again. During the rollout of CE Web Registration, AC Connect the password requirement to be changed every 90 days was turned off so that this would not stop students from being able to enroll for the summer or fall semesters.

An email was sent to all AC faculty, staff, students and classified employees stating that if they go thru MyACcount to change or update their password they will not have any issues.

Jarrold Madden stated that the Dual Credit Students have been having issues with signing on to register for classes – some could and some could not. These students applied in March or April 2013 and are just now trying to register.

If a user cannot login from the MyACcount home page they can press the HELP Button in Red for directions on how to complete the logon process after changing passwords or how to reset so they can have access immediately. Continuing Education will roll over to MyACcount, if the user has problems they will enter in Date of Birth, Social Security Number, AC Net ID and then they will automatically be reset with randomly generated password. This will not be available for everyone until next spring or summer.

Some students will not be able to access the Self Service area on the AC Connect home page because their Social Security Number is not on record. If a student does not know their ACNETID or Social Security Number they will have to contact the TIC or Advising or Registration should be able to give them this information by phone or in person, AskAC has figured out that there was an issue with this for some students and they are able to help them by phone.

III. New Business Items

Grades – Lee wanted to let everyone know that IT has been working with Ellucian to have them pull over grades from Blackboard for the classes on a weekly basis instead of current way of sending only mid-term and at the end of the class. Sending grades on a weekly basis will allow both the students and faculty to know if the student is having problems and may be in danger of failing the class before it is too late and they have to repeat the class for another semester. The appropriate staff for Retention Alert will be notified if the student's grade falls below a C for that class. This also lets us know who is following the rules and posting the grades on a timely basis before it is too late and the student will have to repeat the class again.

TSI Pre Assessment Activity – this new process will be going live this week as a requirement that each student has to experience before they can test to start at Amarillo College for classes. A generic note will be set up so that any school can keep track that students have been there as a prerequisite to test for classes before they start at Amarillo College.

IV. Updates and Announcements (All) – None

Next Meetings

October 7, 2013 – Meeting was cancelled due to conflict of travel for Terry Kleffman

November 4, 2013 – Meeting was cancelled due to Terry Kleffman being on vacation.

December 2, 2013 - Next scheduled meeting for this committee.

January 6, 2013 – Meeting cancelled due to conflict of first day back from Christmas Break.

February 3, 2013 – first meeting for 2014.

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
11. Brenda Waren
12. Ellen Patterson, Recording Secretary