

ARC MINUTES

Spring Quarter Meeting, April 25, 2007

Green River Community College

Call to order at 1 p.m. with welcome and introductions (Becky Riverman, President, and Denise Bennatts, Past President)

CIS Report (Corey Knutson)

Mr. Knutson gave an overview of the planned stages of implementation. Pilot Colleges Olympic College (OC), Clover Park Technical College (CPTC) and Grays Harbor Community College (GHCC) will implement (a) the login, account migration and account management, followed by (b) the Report Wizard, and then (c) degree audit. Items (a) and (b) should be implemented at the end of June. Item (c) will be sent to colleges in the summer. Pilot colleges plan to cut over in the November-December time frame or perhaps three weeks later.

Mr. Knutson discussed the storage at the Big Bend Community College server, the site of the disaster recovery plan. Data is transferred every 30 minutes to the BCC server to minimize effects of lost data.

DATA conversion: Reports converted previously will be seen in the Report Wizard. Mr. Knutson recommended that colleges commute the DATA reports created since the original conversion into Report Wizard as soon as possible. This will also increase the facility of individuals to work with the product.

Spokane Community College staff members have partially designed a training package on Blackboard which may be useful to other colleges.

CIS Database Reporting (Dorine Faber)

Report Viewers

1. Report Wizard (no extra cost, for all business users)
2. Actuate Active Portal (no extra cost for all business users)

Report Designers

1. e.Spreadsheet designer (developer tool, with college-paid license fee to Actuate) Refresher training available.
2. e.Report Designer (developer tool, with college-paid license fee to Actuate)

Account Management

- In the early release phase, with 14 colleges now online/trained or in training. All colleges will be online by end of May.
- Report Wizard: Version 1 complete, with OC to begin training on May 01, with other colleges following. A review of the college training schedule was presented. Contact the college re-hosting trainer to take the training.

- e.Spreadsheet 9SP1 now in pre-production with training planned for end of June. Training is limited to developers because this is a licensed product. (See CIS website address for further information:
<http://www.cis.ctc.edu/wctc/dbreport/Actuate/Publishing ActuateReports.doc>
This document shows how to publish reports and set up standards.
- e.Report Designer Pro is at 9SP1 in pre-production (also see CIS website)
- Actuate Active Portal, 9SP1 in pre-production. Access db is being used at pilot colleges and will be shared. College testing coordinators will receive list of reports specific to area, converted and not converted. Portal is a web application for users to find and run the reports, with filters available.

Suggestions for Actuate Readiness

- Identify key people (two or three) to receive Report Wizard training, who will in turn train others.
- Provide current access info for individuals to IT administration.
- Set a test plan for Report Wizard converted reports with report priorities and identification of who will be the key testers. Ms. Faber recommended that testing begin as soon as Report Wizard is received at the individual colleges.
- Identify report duplicates or reports which need redevelopment, conversion, deletion, or consolidation.

CIS Actuate Listservs and Links

<http://www.cis.ctc.edu/wctc/internet/listserv/indexhtm>

<http://www.cis.ctc.edu/wctcdbreport/Actuate/indexhtm>

Go to applications then click on dbreporting for information on Actuate, DATA. It is helpful information but gives an overview of different products.

Demonstrations

Logins: Single logins are now used, rather than multiple logins. List of applications are assigned.

Account Management: Individual user information listed on the user screen can be managed by specified individuals only. Process authorization includes process group and user access levels. Users can arrange screens on pages most used; i.e., frequently used screens could be placed on pg. one, less frequently used screen could be placed on pg. two.

Report authorization for report wizard, actuate active portal or actuate management console. Individual report group roles may be selection, as can functional area roles (for example, end_user). Reports organized in folders and approved access is needed to view data in the folders. Leaders are identified for add, create,

Report Wizard

Reports organized in folders by college; example P040. Each user will have a home folder of base reports.

Because of network problems, the remainder of the demonstration was delayed until tomorrow.

Question Box

Does any college require students to submit an email address at the time of application? All colleges request an email address at the time of application, but none required it. One college will require it for fall quarter at the time of registration.

Rumor has it that there are a group of registrars who request a registrar council be formed. True? No one had information.

Is any college still doing concurrent enrollment? Three colleges indicated that they do concurrent enrollment, and one college indicated that they have very limited use with one other college.

Do you use SIDs for continuing education enrollment? Yes. Do you experience problems with duplicate SIDs for credit enrollment? Yes. A variety of ways are used to eliminate duplicate SIDs; for example: GRCC does a search on every student at the time of application. A job can be run to find duplicate SIDs which selects by name and birth date (select either option). The CIS website has documentation on this job.

Do colleges place blocks on student records for any amount owing? Yes. Do you notify students of the debt? Notifications included: mailing from the business offices, holds on the electronic record, billings, collections. Others blocked the account and withheld services until the debt was paid.

How many colleges send and receive transcripts electronically? Most colleges indicated that they did send transcripts electronically. NSCC indicated they receive electronic transcripts from four colleges only. Colleges should review the table for college listings and how transcripts are sent/received electronically or in hard copy.

Discussion re transcripts from Clearinghouse: Several colleges have implemented, and others are planning to implement, but must get DegreeVerify up first. Clearinghouse sends out email when transcripts have been sent. The service costs an extra \$2.50.

Crisis Management discussion points:

Organizing a practice alert or drill is useful.

Switch out phones to speaker phones.

Siren alert for lock downs.

Different plans for bomb threats, tsunamis, fire, earthquake, evacuation

Crisis management team

Gathering points should vary so that individuals do not assemble at the same place every time a drill or an emergency occurs.

Action Item: The Peninsula College rep stated that the Tech Prep Survey draft is ready and M. Scroggins will send out via the list serve in the near future.