

Minutes of SJECCD DUG Meeting

4/16/09

In Attendance:	Thomas Onwiler	Octavio Cruz
	Mark Sanchez	Grace Zhend
	Alma Tanon	Takeo Kubo
	Carlo Santos	Sue Hager
	Arlene Amelia	Ruth Wang
	Bunny Rose	David Lo
	Dolly Zen	Renee Lyons
	Barbara Fregona	Maricela Disch
	Eileen Luna	Jonathan Quijas
	Kishan Vujjeni	Peggy Graham
	Pat Coletto	Farhad Sabit

Datatel Action Planning Discussion

Datatel has not yet their sent report but we will forward once it is received.

Recommended Screen Chaining; save first screen and goes automatically to next screen, etc.

No one is using it at this time. Tom will find instructions and send out. If more complicated, he will set up training.

Class schedule/Catalog Output/Printing: Sherry Hood checking with West Valley/Mission
Need to find software and can put on web pages. Not a Datatel function.

Cohort tracking: Currently not getting the info in there

Fix Waitlist/Pre-Req. Checking: Need to determine who is going to make decisions and need to set procedures.

Ad Hoc Reporting: We are not sure if we want to go there w/Oracle. There is a possibility of doing this with ESQL Access. Discoverer would be best per Dolly. Need to develop first; need data elements/data warehouse. We will look into setting up training.

Training: Datatel recommends more training but with the current economic situation, we need to use our resources and do in-house training. There is a need to be proactive in providing training. The ITSS staff can help in setting up trainings.

Asked if Datatel Action Planning was of any help – consensus was not really.

Datatel Efficiencies Implementation Impacts

Need to reduce the amount of paper by online rosters and census; A&R will have to train faculty;
Instructor can access roster thru My Web; Deans can set or reset passwords
Not all faculty have e-mail addresses. Octavio suggested phasing in the use of online rosters.

David Lo showed a proposed online census roster. Once you pass census date, instructor cannot change roster. Census must be done prior to census date. In regular 16 week semester classes, there is an audit issue if an instructor adds after the census date.

There is an option available on the roster to export to an Excel spreadsheet.

Tom will take the recommendation of online rosters/census to both Faculty Senates for approval.

Best pilot group is Adjuncts

Grades Online: Datatel has Gradebook which interfaces with Retention Alert

If used by faculty all semester, they can just submit grades at the end. There is no need to do any further calculation.

Costs @ \$70,000; Counseling is very interested.

Assessment: Compass assessment to high schools so they can do assessment of their seniors

Communication Management via Email: Would like to implement by Fall and would require every person (students, faculty, staff) to have a viable e-mail address they regularly check (address must be unique). There would be a \$350,000 cost savings in postage.

Timesheets Online: This will take longer to set up. Need to identify the money and who would do the input.

Import HS Data into Prospective Student: Importing CSIS info from East Side USD

Currently mailing short term classified hourly paychecks. Direct deposit is not offered at this time. Per Alma, Riverside has direct deposit for FA students.

District Wide Add Codes: Need to sit with Michael Burke to discuss. Dolly is working on online add codes

Project & Plans

Reporting Portal is almost complete. Currently working on fixing errors identified – Department/Division Codes, difference in hours in course outline. Ron Root has accepted the 320 Report.

Forms to request projects can be found in district website (SJECCD.org)

Active Campus Portal project has been delayed until Spring 2010. This is when Datatel will support Windows 2008 Server.

Degree Audit: Consultant coming the first week in May. This should help Counseling.

Chart of Accounts: Pushing to complete and implement by July 1, 2009.

SARS: EVC has now implemented

SARSGRID used by Counseling. We will be able to import positive attendance to Datatel for both colleges.

Document Imaging: HR will be starting in May

Peggy Graham asked about the Fixed Assets Module. We own but need to implement. Need training and need to buy in from both campuses. Rooms and buildings need to be included.

DUG Teams: We need our DUG develop teams further and have more meetings.

A&R should meet at least once a month. Cathy to check with Carlo and Octavio on the names of attendees and will set up meetings.

Tom would like to see the minutes from each of the group meetings. It was suggested that Minutes be posted in Public Folders. Tom will ask Kha to set up a folder.

Tom mentioned that there is an upcoming 3CDUG/CHUGADUG meeting in Fresno June 25 & 26 and encouraged those who are able to attend to do so. Details can be found at:
<http://www.yccd.edu/3cdug/>

Tom asked who has signed up for Datatel listservs. You can access listservs for particular areas through the Datatel website. If you don't have a login go to <http://www.datatel.com/> click on CLIENT LOGIN, click Request a login now and create one using your district email address. Then, after it is approved you can simply go to http://clients.datatel.com/my_account/subscriptions.cfm and set up your communications profile.

Next SJECCD DUG meeting will be held June 18 from 1-3PM in the Board Room.