

# Minutes of SJECCD DUG Meeting

6/18/09

In Attendance:	Thomas Onwiler	Dolly Zen
	Arlene Amelia	Lauren McKee
	Ruth Villasenor	Ruth Wang
	Carlo Santos	Peggy Graham
	Alma Tanon	Maricela Disch
	Renee Lyons	Lois Lease
	Grace Zheng	Sue Hager
	Cindy Tayag	Bunnie Rose
	Pat Coletto	

## Datatel Action Planning Discussion

Datatel provided their Action Planning Executive Summary and Action Plan which Tom reviewed. We are in the process of purchasing Datatel Gradebook and Retention Alert so faculty members can enter and calculate their grades online. The system triggers an alert to Counseling or other specified areas when a student is failing.

The Executive Teams from both campuses want Grade Book but it must be negotiated with Faculty.

We need to implement E-Advising/Ed Plan. This will save students from seeing a Counselor and will let them know which classes they need to take next.

Active Campus Portal which is a single sign-on tool will go live in Spring 2010.

We must put money aside for Datatel consultants if necessary.

Training and documentation in all areas is recommended. We have step by step processes documented for A&R and are working on documenting HR processes.

Communication Management via email will save the District postage fees. Mass mailings will be sent to e-mail addresses starting in the Fall. This \$175,000 savings can be spent with Datatel if necessary.

Need to push on the Executive Teams to allocate funds out of bond money for Datatel. Hope you discuss in your team meetings between now and August.

Patches are a monthly process.

Datatel has not addressed the questions that were brought up in their Action Planning meeting. Tom will push them to do this.

AnswerNet is a good tool to ask questions of Datatel. You can contact your ITSS person to do this for you.

If the Executive Team requested that each department work on documentation, they need to prioritize and fund it. With the recent layoffs many offices are short staffed. Is the district willing to pay overtime to work on this?

#### Datatel Efficiencies Implementation Impacts

By Spring 2010 Online Census will be fully implemented. We are testing now; in the Fall there will be a Pilot Group and in the Spring it will all be online.

There is a problem with Assessment because Compass runs on a PC but most schools have Macs.

If you need training in your areas on Communication Management, let Tom know and he will set it up for you.

Timesheets online will not happen any time soon.

Tom is working on importing HS data into Prospective Student.

#### Projects & Plans

Reporting Portal: More and more people are requesting access. They can have access to all areas but HR, Research or ITSS. ITSS is working on adding more reports to the Portal

Chart of Accounts is on hold until the new Vice Chancellor is on board.

SARS Trak and Grid are now running at both campuses.

Document Imaging is working in the HR and A&R offices.

#### DUG Teams

Need to coordinate with each group

A&R: Carlos

Financial Aid: Alma

Counseling: ?

Academic Support/Services: Lauren

Business Office: Grace

HR/Payroll: Lauren

Next Meeting: Wednesday, August 13, 1:00-3:00PM in the Board Room