

Minutes of SJECCD DUG Meeting

8/13/09

In Attendance:	Thomas Onwiler	Dolly Zen
	Arlene Amelia	Lauren McKee
	Ruth Villasenor	Octavio Cruz
	Carlo Santos	Takeo Kubo
	Alma Tanon	Jovita Valdez
	Renee Lyons	Lois Lease
	David Lo	Sue Hager
	Barbara Fregona	Bunnie Rose

Datatel Planning Discussion

One of the recommendations of the Datatel Action Plan is that we need more training.

Tom is bringing the request for funding for training to be the leadership team. The Executive Team needs to make it a priority for training and documentation.

More people need to log in to the Datatel website to access important Datatel information. To set up a client log in, go to: www.datatel.com; at client login enter your e-mail address. Once Datatel verifies your info, you will be set up with your own account. You can also access Datatel reports (overview, samples and actual forms). Tom reviewed Datatel Data Standards which is listed on Datatel's site. This is a very good document and should be shared with others.

We have a lot of custom processes but it is possible to set up a conference call with a Datatel consultant @ \$250/hour. This saves travel expenses.

Make a list of what your needs are. Be specific including release time. Tom will take specific requests to the Executive Team.

Updates on Datatel Efficiencies Implementation Impacts

Online Census was tested during the Summer session and was very successful. We will have a pilot in the Fall. A set of instructions will be sent to every faculty and adjunct faculty this Fall. We will offer training sessions as well.

We are talking about implementing grades online. We just purchased Datatel Gradebook. We are trying to move towards more self-service. Then we would be able to spend more time on others that need it. Assessment will not be happening any time soon because Compass is Mac only.

Communication Management via e-mail is working well. We just sent an e-mail regarding the fee increase and it reached 90% of the students with only 10% bouncing back.

Timesheets Online is not ready at this time.

Tom is working with two high school districts on importing high school data into prospective student.

Updates on Projects & Plans

Reporting Portal: Wim and Zeke have completed about 50 reports. ITSS is working on verifying the formulas in the reports to be sure they are correct. Tom will send out an e-mail when all the reports have been verified but we are not quite there yet. Review the reports and verify; send an e-mail to Tom to let him know of any issues. Tom will schedule meetings to look at the reports as a group.

Active Campus Portal: Will roll out Spring 2010; will be able to log in to one page and have access to everything you need. We are working on the User ID Numbers. Datatel requires the first character to be alpha. It was decided to use S for student followed by their whole student ID #. Staff and faculty will use their network login.

There is a meeting next week on Retention alert.

COA: we are now looking for another Datatel school to copy their COA

Document Imaging has been implemented and is being used in HR and Repro.

It was recommended that we set up a Public Folder to post letters that are sent to students. This way when a student calls either the Admissions office or Financial Aid, they will be aware of the information that was sent to the student along with the deadlines.

Next meeting will be Thursday, October 15.