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| AGENDA/MINUTES |
| Team Name | BTAC |
| Date | 09/09/19 |
| Time | 3:30 p.m. – 4:00 p.m. |
| Location | A113 |

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| --- | --- | --- | --- |
| Facilitator | Michelle Kaiser | Recorder | Brooke Cook |
| Team members | Present XAbsent O |
| X | Brenda Brack | O | Renee Demel | X | Diane Engle | O | Cristi Gale |
| O | Michael Halbleib | X | Michelle Kaiser | X | Amy Oelke | X | Claudia Mather |
| X | Todd Mobray | X | Todd Moore | X | Myrna Perkins |  |  |
| X | Erin Renard | X | Kurtis Teal | X | David Devillier |  |  |
| Guests |
|  |  |  |   |  |  |  |  |
|  |   |  |  |  |  |  |  |
| New Business | Reporter |
| 1. Call to order and Agenda bash
2. Approval of last meeting minutes
3. LastPass Password solution for 70 people – see where at with this
	* Trying to charge tax. Can’t deduct from next year’s.
	* We might be with an impasse and may go back to dashlane.
	* Working on breaking the contract.
	* At a standstill.
	* Cover administrators from President’s Staff and other lead individuals around campus. A Rough Guess see covering more to start with 70 people to introduce it.
4. ALC – Two rooms C-150 and F111
	* This is completed and grand opening/Ribbon-cutting for C150 Sept 19th in evening.
	* No drinks allowed.
	* Chamber is doing it.
	* Nex-Tech is sponsoring C-150
	* Chairs arrived today. Furniture will be assembled on the 16th.
	* Has interactive display works with every device except for chrome books.
	* Not promising anything but may be in works to get another classroom.
	* Trained Faculty on it already. For the first few weeks we had IT staff available in the classrooms for help starting up and shutting down or until they felt comfortable.
5. Smarter ID – Solution student identity team to review
	* April – last time talked to them. Facial Recognition Company – they were more willing to do pilots than sell to anyone yet since they are a new company. They are not widely distributed yet.
	* Student Recognition software based on your face with the camera at three different directions. Helps to verify it’s the same student. Will be in place for each time take exams or anything in canvas.
	* This is something interested in for the next leg of student verification. Committee that Michelle and Todd Mobray have. Have a solution to proctoring.
	* We can start the committee back up and have a demo for that committee. They are the first company that does in LMS and don’t have to do software to do it. Claudia to add to the committee to see how to pursue for academic integrity. Just uses camera.
6. Ellucian Cloud Move – Update
	* IT worked all summer.
	* Brought in Module Heads and sub module heads. They are all connected. We are starting to do testing.
	* Our code tree was out of date and we had to clean up some items.
	* Do a refresh will be prod database. We will announce it here that Wednesday March 18th at 5:00 p.m. we will shut down and students will not be able to access until Late Friday.
	* We will alleviate IT team and our third party ties, therefore it will lessen our charge to these third parties.
	* We will have everyone in every area to log in and testing things.
	* Brooke schedule times with groups to test stuff out.
7. Student email Move to bartonccc.edu – update
	* We are getting there.
	* There are several thousands of accounts.
	* 50,000 accounts it is not going smooth so taking a step back.
8. New Portal – Update
	* Within the next 4 to 6 weeks we will have new test portal to test with and check on.
	* Met with those individuals and making good progress on this.
	* Next month hoping to show more and feedback.
	* New portal and Student E-mail will have to go hand in hand so it is easier on the students.
	* Possible it can be in March.
	* Better idea in the next four weeks.
	* E-Cloud, Student E-mail and New Portal may be going hand in hand.
	* Don’t send to them the new e-mail bartonccc.edu accounts as students do not know they exist.
9. SKITCH – Screenshots – Update
	* Approve to have instructors have to download for on computers.
	* Have to have Evernote to have it.
	* Can write it on nicer for a screenshot.
10. Scholarship Universe –
	* Scholarship Portal – one place where everyone can go to do any type of work for scholarships.
	* Right now we have 15 different scholarship databases. No one can see anything else except financial aid office.
	* Maybe be more holistic on how we do scholarships.
	* Sandbox in a production environment.
	* Set up users. Gone through scholarship and reflected on past.
	* Only pushing active scholarships so we can clean things up.
	* Matching the criteria to the scholarships.
	* This also pertains to performance awards.
	* Database on T Drive will go in Barton Login and it will be an option to choose. It is not through Paws.
	* Campus Logic – it is an SSO. It is same as Campus Logic.
	* All of those databases we are getting rid of.
	* The Single-Sign on is done. Just a little 5 minute piece for IT.
	* The most challenging was single-sign on.
	* Myrna will let us know more when she finds out more.
11. Miscellaneous -
	* A Few Single Sign on Ideas:
		+ Rave
		+ Single-sign on to healthcare.
		+ KPERS
	* Interactive Classrooms – Enjoying in F-111. When we are going to get furniture it will be best.
		+ Different Technology. Screens in other rooms are dim. Those are some of the challenges. That will change.
		+ Make some different plans based on activities want to do in these rooms.
		+ Erin Renard and Michelle doing F111 demonstration in Fine Arts Building.
		+ It is helpful that they can use their own devices as well.
	* U219 – crooked projector.
	* S152 – each classroom presents a new challenge. Will be very helpful if this room was updated.
	* For more classrooms - One large screen that everyone can see would be helpful.
	* Not all classes have all interactive but one a class would be nice.
	* Future dates and adjust meeting times to be able to get here if it conflicts with class. Send Brooke and Michelle anything before hand to include on agenda
12. Todd Mobray – Quick Source Learning Guides in O365. Try fold
	* They have one for O365 in past just had printed ones.
	* Do we have a website? Can buy rights to pdf 325.00
	* Put in help button on canvas so instructors can get to it.
	* Schedule some time for Todd, Renee, & Zach, & Michelle to find a place for this. 30 minutes.
	* They were gone within a week or two.
	* Online tutorials that are different. Everything is there and how do I put photo on e-mail. It is simplified steps. Comparison.
 | Michelle KaiserTodd MobrayMichelle KaiserTodd MobrayMyrna PerkinsErin RenardTodd Mobray |
| Old Business | Reporter |
| 1. Libris – Cloud digital storage for pictures and videos
	1. Todd Moore is a user of it. Slow going. Shelli working all summer on this.
	2. In another 12 months get stuf up there.
2. Smarter ID – Student Identity team
3. Ellucian ODSL – with going to ECloud – put off until next year
	1. We have credits that we can purchase things. Or we can purchase access to a software tool.
	2. We ODSL – is online training.
	3. PatBarton is username.
	4. Username and Password for Barton Team.
	5. Roll this out.
	6. One for new employees when we are onboarding explain a how to and banner and quick keys etc.
4. Classroom Planning Update
* ALC – NexTECH funding first classroom
* We would try to go through an endowment with the college to update the room.
* C-150 is the classroom we are looking to upgrade to an Active Learning Classroom.
* Won’t hear anything until End of February.
* Looks favorable and they might do furniture and all.
* ALC team put in for a grant to work on another classroom that might be able to be upgraded as well.
* On a hunt – Brian Howe and Kathy Kottas our science rooms and nursing. Some of projectors and look at interactive that reads off of infrared.
* Interactive displays only gets 80 inches.
* For 100 inches 3800 tie in interactor projector to do what interactive displays doing.
* Instructors can interact to it.
1. O365 Upgrade for Employees – week of March 25 – 29, 2019
* We have been working with President’s Staff on this.
* Impact E-mail only at this time.
* E-mail may be intermittently down during this week.
* We have to upgrade E-mail first and then everything else will follow.
* Will be in the Cloud.
* We will have communications going out.
* A big reason these dates were chosen is we had to plan around payroll and Bartonline sessions.
1. O365 Upgrade for Students – Update
* We should have a better grasp once we get to the students since the employees will already be done.
* Change all student e-mail addresses from bartoncougars.org to bartonccc.edu
* Students will have concurrent access to both e-mail addresses for a brief time.
* Looking at this summer, but not quite sure until we get the employees completed.
* Nothing on desktops in classrooms will be changing and it won’t impact O365 on classrooms online etc.
* Currently if someone sets up an e-mail we keep it forever. Michelle is looking at different policies of what other community colleges and 4 year institutions are currently doing. With keeping e-mail forever we can’t afford to move.
1. Password Manager – Last report using Dashlane, only works for web passwords, not local applications – also looking at LastPass.
* Can’t afford for all 500 employees.
* We didn’t ask if there was a price break for institutions.
* Currently we haven’t had a demo for LastPass yet.
* Kurt showed us the pro version of dashlane already.
* There will be more to come on this topic.
1. Strategic Plan update on IT projects
* Waiting on new interactive TV for strategic plan GVP
1. New Portal –
* Currently we are working on setting up a team.
1. Banner into the ECloud
* Ellucian was on site and met with the President’s Cabinet.
* Looked favorable to move everything to the cloud and we are pursuing it further.
* By next meeting will hopefully have something more to present.
* With Banner Version 9 – it has increased our servers since it is totally different than previous version. IT is spending more time on servers than functionality. If we move to the cloud it would benefit students and employees.
* More to come on this.
1. Cyber Security Training –
* February 1st – April 1st for the Institution Mandatory Training.
* Asked for members to please promote to everyone to get this training done as soon as possible.
* Reminders are auto sent and they will stop once training is complete (incentive).
* New Content & shorter (last year it was a little less than an hour)
* Will be another group divided that will receive special training. These people work with personal info on students. They will get a notification from their supervisor if they need to complete this additional training.
1. Banner – Banner 9 Self Service
* Still in testing.
1. BOL Software – Examity update
* Pilot for Science & Math for Fall.
* Spring is going good.
1. Ellucian Ethos Identity
* Implemented in Test environment (meet with support to square away a few things).
* Complex
* Will be notice & training
* Will not be able to have months of planning before implementation.
1. Miscellaneous
* Was brought up we have seen a substantial increase in SPAM. Asked what was going on. Stated there is an increase everywhere. Some of it might be due to the fact that it is tax season etc. Question everything. We would rather people validate the e-mails instead of clinking on a link if they are not sure. The SPAM people use different domains each time so our firewalls don’t always catch them. If get something do not forward the message it is best to screenshot it if questioning its validity.
* Endpoint is going to go away and we will switch to another software that is already currently in production.
1. Libris – Digital Asset Management Software solution (Saas)
* Currently we are using our server to store and backup files. Some people are using google drive, flickr, etc. Libris would allow us to store them in the cloud and the pricing is favorable.
* With what we are paying in the budget for this year it would be the same cost, however for next year if we don’t move to another solution it would increase the budget and we would still not be organized for digital assets.
* We have another meeting in PR department that is being set up.
* Bart Online manages video content for online courses.
* PR & Athletics is who we need to work with on this.
* This will also automatically roll at times into the archive area.
* Asked and there were no other suggestions for a solution.
* This will also help us not to duplicate some storage.
* Raw type files will convert to JPEG for downloading. Libris will allow viewing of raw and other proprietary files types.
* This would be more for institutional videos – we are running out of room currently for storage.
* Asked if anyone would like to join demonstration – Diane Engle says she would like to be invited.
1. SKITH – move here it is approved.
 | Michelle Kaiser |
| Action Items | Reporter |
| 1. Schedule some time for Todd, Renee, & Zach, & Michelle to find a place for this. 30 minutes.
2. Future dates and adjust meeting times to be able to get here if it conflicts with class. Send Brooke and Michelle anything before hand to include on agenda.
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 | Michelle KaiserTodd Mobray |
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**ENDS:**

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| --- | --- |
| ESSENTIAL SKILLS                              | REGIONAL WORKFORCE NEEDS    |
| WORK PREPAREDNESS                     | BARTON SERVICES AND REGIONAL LOCATIONS |
| ACADEMIC ADVANCEMENT              | STRATEGIC PLANNING |
| “BARTON EXPERIENCE” | CONTINGENCY PLANNING |



***Barton Core Priorities/Strategic Plan Goals***

|  |  |
| --- | --- |
| **Drive Student Success**  | **Emphasize Institutional Effectiveness** |
| *1. Advance student entry, reentry, retention and completion strategies* | *6. Develop, enhance, and align business processes* |
| *2. Commit to excellence in teaching and learning* | *7. Manifest an environment that supports the mission of the college* |
|  |  |
| **Cultivate Community Engagement**  | **Optimize Employee Experience**  |
| *3. Expand partnerships across the institution* | *8. Promote an environment that recognizes and supports employee engagement, innovation, collaboration, and growth*  |
| *4. Reinforce Public Recognition of Barton Community College* |  *9. Develop, enhance, and align business human resource processes* |
| *5. Foster a climate of inclusivity so students, employees, and communities are welcomed, supported, and valued for their contributions* |  |