



SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ONE ARMORY SQUARE, P.O. BOX 9000, SPRINGFIELD, MASSACHUSETTS 01101

Information Systems Team

Wednesday, October 7, 2009

9:00am - Bld. 15, Financial Aid Conference Room

MINUTES

Attending:

Terry McGuigan	Matt Gravel	
Mary Breeding	Mike Korzec	Marion Cronin
Eileen Cusick	Richard Parkin	Veena Dhankher
Chris Tigue	Louisa Davis-Freeman	Ray Blair
David Czech	Ann Pandolfi	Fran Clinton
Linda Chretien	Marilyn Sutin	Bill Ammann

I. New Items for Review.

a. Webadvisor Update

David will be calling Datatel to book the date/time to perform the update to Webadvisor. Marion said that Webadvisor would need to be down for about half a day.

b. Training to comply with new state regs on sensitive student information.

Fran Clinton said that we will need to do some training. It would not be required of everyone but anyone who comes in contact with student records would have to attend.

c. Security

Eileen reminded everyone that October is cyber-security month and tips from IT will be emailed to the campus community. She also said that there is a link on the IT web page to the Educause site where there is more information on cyber-security.

d. Datatel Gradebook module

Eileen said that there will be three training sessions, one each in October, November, and December, that will be given to faculty on a first come basis. Training packages will be sent to faculty who have been confirmed for a training date. An email notice will be sent to all faculty outlining the training.

e. Adding the location of student advisors to the "My Profile" page on webadvisor.

Deb Carpenter was unable to attend the meeting to talk on this subject. Marion said that there would need to be programming to add the advisor's building and room to the webadvisor page and due to other tasks she is working on, there might not be time to do this. Deb carpenter will be attending the November IST meeting. A discussion then followed on the importance of faculty information being updated every term.

f. Assigning webadvisor Usernames/passwords.

Matt stated that webadvisor accounts will be created on the spot during open registration in January. Ann said that the frequency of creating accounts needs to be increased especially in December and January. She said they should be created at least twice a week and that students shouldn't have to wait for their webadvisor account to be created. Marion suggested that the letter that is sent to student informing them of their webadvisor id and password should be eliminated. She said it should be replaced with an email to the student's gmail and that the letter that is sent to the students about their gmail account should state that their webadvisor id and password would be sent to their gmail. Chris Tigue said that there should be part time workers to assist Jon Tudryn at open registration. Eileen said that Kyle will be working at least on day during the December break and will check for request for webadvisor ids at that time. Marilyn Sutin said that she will be running SAP in



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"batch" mode over the break which will allow her to run it during off hours and have the results sent to her email.

g. New ethnic fields.

Mike said that the new ethnic fields have been updated from 2003 forward and he also checked the fields for the new students this fall. He said he would like to make the ethnic field (Hispanic/non-hispanic) required on the NAE screen since it should not be blank. Matt and Louisa agreed as long as there is a choice for "do now wish to disclose".

II. Conversion of Datatel to SQL.

Eileen said that contract has been signed with Datatel for this project. She also said that the order for the hardware will be going out soon. A kickoff meeting will be held on October 13, 2009. She said that data scanners are being run at this time to check for any data field errors that will need to be corrected.

III. Consulting

Marilyn said that the financial aid consulting held last week was very helpful but there were quite a few problems with various things. She said that some data was incorrect. She also said that over 80% of students requesting financial aid are flagged for verification and cannot be auto-packaged. She said that terms must be set up on RYAT much earlier to allow her to setup new terms in financial aid.

III. Telecommunications.

Eileen said that new software will be purchased for the phone system. She also said that a grant to make the entire campus wireless (computers) has been submitted.

Next Meeting: Wednesday, November 4, 2009