



# SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

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

## Information Systems Team

Wednesday, May 6, 2009

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

### MINUTES

#### Attending:

Terry McGuigan	Theresa Remillard	Judy LeDoux	Matt Gravel
Mary Breeding	Mike Korzec	Marion Cronin	Dave Ferry
Eileen Cusick	Kathy Muller	Richard Parkin	Veena Dhankher
Chris Tigue	Louisa Davis-Freeman	Lucie Lewis	Ray Blair

Guest: Cheryl Lukas

#### I. New Items for Review

- a. Gradebook - Datatel recently announced their Gradebook product. Members of the college community met to view a demo. Some of the key features are
- Enables faculty to easily manage assignment grades, such as quizzes, homework, research papers, exams, in-class presentations and more
  - Weight each criterion differently
  - Use different criteria and weighting systems for different courses
  - Add comments and notes that you can allow students to see or not
  - Automatically calculate and submit mid-term and final term grades
  - Override the calculated grade if the instructor feels it is warranted
  - Grade students in cross-listed courses on each portion of the course
  - Track last date of attendance
  - Record whether a student has "never attended" a course
  - Send a confirmation of submittal to the faculty members
  - Validate the grade entered for a student against the student's status in the course
  - Restrict grades that a faculty member can assign for a particular course in accordance with institutional policies
  - Specify different grading methods for mid-terms and final exams
  - Enable grading on both a term and non-term basis
  - Submit mid and final grades

Several Academic Deans present reported back to their faculty. Cheryl Lukas, was invited to explain the gradebook tool she has been using for a number of years. She explained the functionality of Snapgrades.net, many of which are similar to Datatel's Gradebook. She invited members to view Snapgrades.net to see its ease of use. Because Snapgrades.net is a stand-alone system, faculty are required to enter student's names and to submit grades on WebAdvisor. With Datatel's Gradebook, faculty classes would be populated based on registrations and grades can be submitted from there. Additional faculty will be viewing Datatel's Gradebook before any final decision is made. An important item to remember...because the College has been adjusting, improving and updating all aspects of security and access, any Gradebook tool used should be one that provides the most security.



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- b. Query Assistance - Review - Thanks to much assistance from users, it was determined that of the 7,923 queries in the User folders and IT User folders, 3,367 were not needed and could be moved. 2,612 were determined to be used although there are a number of these that are very similar. 1,944 have yet to be reviewed.
- c. Unidata to SQL - Eileen explained that this project is moving forward and a group will be talking to schools that have already or are planning to make this same switch. Eileen asked that anyone who wished to be included in these discussions contact her.
- d. Security - Matt explained that there was a recent theft of a faculty member's laptop, which has since been recovered. Matt and Dave Ferry continued to explain that student's whose information was on this laptop were notified per state and federal regulations. Procedures are set in place for notifications to the proper students and agencies. All should take steps to keep data secure and wherever possible avoid spreading of confidential data.
- e. WebAdvisor Assistance to Students - Matt spoke about the issues that arise when students call user offices and really need technical assistance or call the IT Helpdesk and really need user office assistance. With changes in IT staffing, Webadvisor and Helpdesk email answered after 8pm, weekends and holidays will be limited and possibly not possible. All expressed that this was becoming more of an issue with the decrease in informational snail-mail, the increase in items available on WebAdvisor and the increase in students. Also discussed was the fact that user offices and IT Helpdesk are getting calls usually handled by the phone operator. The question was asked....does the college still have an operator? All agreed that if these are issues left without a decision enrollment could be adversely affected. Some suggestions were a Centralized Support Service Center and Instruction Online Videos. Other suggestions were to invite the VP's to the next IST meeting or ask for a special meeting with the VP's and a select number of IST members.

### II. Research/Analysis

- a. HIERS - the spring files were submitted and signed off.
- b. Achieving the Dream - JBL files are being worked on and submitted.

### III. Other

- a. Mary will be testing Instant Enrollment for CBT registrations. Mary will let Kathy and Matt know when this goes live. At that time, CBT students will have a WebAdvisor account after registering through Instant Enrollment. Marion is working with Mary and will look into possible automatic solutions to avoid additional phone calls.
- b. Eileen mentioned that IT staff has been given approval to attend NERDUG this summer in Holyoke...\$125. All who can attend should.
- b. Marion asked for volunteers to test the new web-based User Interface.
- c. The secure login currently on the coltest account will be installed on the collive account for Client users.

**Next Meeting: Wednesday, June 3, 2009**