

Title III IT Subcommittee Meeting Minutes

March 20th, 2017
CH 206 at 3:00 p.m.

Attendance: Katie Bontrager, Donna Painter and Tara Rhinehart

A moment of silence was held.

Katie

- I. Equipment Inventory
 - a. Copy given to Donna. Will also send electronically.

- II. Software
 - a. Adobe Pro
 - i. Purchased five copies
 - b. Smartsheet
 - i. A software as service application for collaboration and work management. It is used to assign tasks, track project progress, share documents and manage other work.
 - c. Google for texting
 - i. A possibility for SSCs to text until we get new retention CRM
 - d. Fireproof
 - i. Have a signed contract. We are currently working with them on a historical syllabi project and creating the FF Major Declaration Form and FERPA form as e-forms.
 - e. Qualtrics license expansion
 - i. 1 person administrator to departmental license (unlimited as long as associated with department)
 - f. SPSS
 - i. 1 license (IE Research Analyst)

- g. Tableau
 - i. Looking at as presentation layer for retention database we're currently designing

III. Databases

- a. Student Success Coaches–Contact
 - i. Built and in use
- b. Mental Health Interns–Contact
 - i. Built and training Mental Health on it next week
- c. Grades Inventory
 - i. Have ten years worth of grade data due to grade inflation report
- d. Student Activities Database
 - i. Includes Athletes, Greeks, Multicultural, Leadership
 - ii. Will try to backfill CX if possible
- e. Career Services Database
 - i. Keep track of employers, etc. Meeting this week.
- f. Federal Cohorts
 - i. Who is in original cohort (only way currently is to get from Registrar)
 - ii. Death annotated
- g. 14 day data (FA14–SP17)
 - i. Currently clean
 - ii. Since went to SEM (Fall 2017)
 - 1. Donna–Get work order in to check MAP–Works data for JXM conversion
- h. Backfill data (2007/08–2013/14)
 - i. COGNOS writing/Write report to look like MAP–Works
 - 1. Chunk it. Admissions, testing
 - 2. Donna–will send Katie SQLs for MAP–Works data
- i. Donna– Possibility of server/Mass storage or external server

IV. RFP for Retention CRM

- a. Currently on website
- b. Will close 4/17/17
- c. Review proposals will include IT

- V. Discussion on making RCC114 a smart classroom
 - a. \$4,500 budget
 - b. Mei Mei is working with Mary Beth Corcoran

- VI. Fireproof Projects
 - a. E-forms
 - i. Major Dec and FERPA form electronic this year
 - ii. Scanning all student records
 - iii. Summer O back up plan
 - iv. Wireless
 - v. Training for Area Coordinators

- VII. Next Meeting
 - a. Week after graduation

Meeting was adjourned at 3:50 p.m.