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| AGENDA/MINUTES |
| Team Name | BTAC |
| Date | 10/10/19 |
| Time | 2:30 p.m. – 3:30 p.m. |
| Location | L136 |

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| Facilitator | Michelle Kaiser | Recorder | Brooke Cook |
| Team members | Present XAbsent O |
|  | Brenda Brack |  | Renee Demel |  | Diane Engle |  | Cristi Gale |
|  | Michael Halbleib |  | Michelle Kaiser |  | Amy Oelke |  | Claudia Mather |
|  | Todd Mobray |  | Todd Moore |  | Myrna Perkins |  |  |
|  | Erin Renard |  | Kurtis Teal |  | David Devillier |  |  |
| Guests |
|  |  |  |   |  |  |  |  |
|  |   |  |  |  |  |  |  |
| New Business | Reporter |
| 1. Call to order and Agenda bash
2. Approval of last meeting minutes
3. Miscellaneous -
 | Michelle Kaiser |
| Old Business | Reporter |
| 1. Smarter ID – Solution student identity team to review
	1. 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.
	2. 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.
	3. This is something interested in for the next leg of student verification. Committee that Michelle and Todd Mobray have. Have a solution to proctoring.
	4. 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.
2. Ellucian Cloud Move – Update
	1. IT worked all summer.
	2. Brought in Module Heads and sub module heads. They are all connected. We are starting to do testing.
	3. Our code tree was out of date and we had to clean up some items.
	4. 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.
	5. We will alleviate IT team and our third party ties, therefore it will lessen our charge to these third parties.
	6. We will have everyone in every area to log in and testing things.
	7. Brooke schedule times with groups to test stuff out.
3. Student email Move to bartonccc.edu – update
	1. We are getting there.
	2. There are several thousands of accounts.
	3. 50,000 accounts it is not going smooth so taking a step back.
4. New Portal – Update
	1. Within the next 4 to 6 weeks we will have new test portal to test with and check on.
	2. Met with those individuals and making good progress on this.
	3. Next month hoping to show more and feedback.
	4. New portal and Student E-mail will have to go hand in hand so it is easier on the students.
	5. Possible it can be in March.
	6. Better idea in the next four weeks.
	7. E-Cloud, Student E-mail and New Portal may be going hand in hand.
	8. Don’t send to them the new e-mail bartonccc.edu accounts as students do not know they exist.
5. Barton Self-Service
6. Todd Mobray – Quick Source Learning Guides in O365. Try fold
	1. They have one for O365 in past just had printed ones.
	2. Do we have a website? Can buy rights to pdf 325.00
	3. Put in help button on canvas so instructors can get to it.
	4. Schedule some time for Todd, Renee, & Zach, & Michelle to find a place for this. 30 minutes.
	5. They were gone within a week or two.
	6. Online tutorials that are different. Everything is there and how do I put photo on e-mail. It is simplified steps. Comparison.
7. LastPass Password solution for 70 people – see where at with this - Update
	1. Trying to charge tax. Can’t deduct from next year’s.
	2. We might be with an impasse and may go back to dashlane.
	3. Working on breaking the contract.
	4. At a standstill.
	5. 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.
8. SKITCH – Screenshots – Update
	1. Approve to have instructors have to download for on computers.
	2. Have to have Evernote to have it.
	3. Can write it on nicer for a screenshot.
9. Scholarship Universe –
	1. Scholarship Portal – one place where everyone can go to do any type of work for scholarships.
	2. Right now we have 15 different scholarship databases. No one can see anything else except financial aid office.
	3. Maybe be more holistic on how we do scholarships.
	4. Sandbox in a production environment.
	5. Set up users. Gone through scholarship and reflected on past.
	6. Only pushing active scholarships so we can clean things up.
	7. Matching the criteria to the scholarships.
	8. This also pertains to performance awards.
	9. Database on T Drive will go in Barton Login and it will be an option to choose. It is not through Paws.
	10. Campus Logic – it is an SSO. It is same as Campus Logic.
	11. All of those databases we are getting rid of.
	12. The Single-Sign on is done. Just a little 5 minute piece for IT.
	13. The most challenging was single-sign on.
	14. Myrna will let us know more when she finds out more.
10. Miscellaneous -
	1. A Few Single Sign on Ideas:
		1. Rave
		2. Single-sign on to healthcare.
		3. KPERS
	2. Interactive Classrooms – Enjoying in F-111. When we are going to get furniture it will be best.
		1. Different Technology. Screens in other rooms are dim. Those are some of the challenges. That will change.
		2. Make some different plans based on activities want to do in these rooms.
		3. Erin Renard and Michelle doing F111 demonstration in Fine Arts Building.
		4. It is helpful that they can use their own devices as well.
	3. U219 – crooked projector.
	4. S152 – each classroom presents a new challenge. Will be very helpful if this room was updated.
	5. For more classrooms - One large screen that everyone can see would be helpful.
	6. Not all classes have all interactive but one a class would be nice.
	7. 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
 | Todd MobrayMichelle KaiserTodd MobrayMichelle KaiserTodd MobrayMyrna PerkinsErin Renard |
| Action Items | Reporter |
|  | Michelle Kaiser |
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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***

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| --- | --- |
| **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* |
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| **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* |  |