Administrative Advisory Committee on Computing
Meeting Minutes

August 8, 2006

Members Present: Goodman, Mason, Melvin, Ross, Sprague, Stover, Yelland, Cartter (for Zuur)

Members Absent: Brar, Colvard, Drury, Elfrink, Holleran, Maraviglia, Neill, Pietsch, Ramirez, SC3 Liaison, Sparling, Stewart

Guests Present: Arellano, Harris, Kearns, Schultz, Stier

1. Approval of Minutes
   Approval of the minutes for the May 9, 2006, meeting was deferred.

2. Email and Calendar Update (Ross)
   We are looking into changing the name of the email distribution list for the AACC. Because the current list name has been published and retrieved from the web, there is a growing SPAM problem. The new distribution list will be protected if posted on the web.

   The policy on email as an official means of communications has been implemented and students, faculty and staff have been notified. As the new student administration system rolls out, use of email as a means to communicate will be reinforced through mass emails and portal notices. Information will be added to the catalog and schedule of classes, student orientation materials, and appropriate campus websites. In addition, students will be reminded of the policy whenever they change their email forwarding address. Finally, faculty/departments are expected to notify students as to how they will be using email for official communications based on the policy.

3. SA Update (Yelland)
   • Financial Aid continues to activate additional functionality.
   • Student registration began last week, and by this morning, 3,357 students had registered or waitlisted successfully.
   • Data conversation continues.
   • There have been some performance issues. ITS will continue to tune the systems but there will be peaks and valleys.
   • A team has been working with end users and functional staff to provide end user reporting for SA data. There will be an open forum next week.

4. ITS Goals and 18 Month Plan (Kearns)
   At the first AACC meeting in fall, ITS will present ITS goals for the year, the ITS 18-month project plan, and draft ITS three-year goals. This discussion will guide AACC committee input for the year.

5. AACC Membership (Kearns/Yelland)
   The AACC is due for a new chair and general membership review this year. Yelland and Kearns will talk to individual members and follow up by email with the AACC.

Minutes prepared by: Ellen Stier, Information Technology Services