

**Administrative Computing Planning
May 1, 2006**

Next Meeting: June 1, 2006

Attendees: Judith Baker, Nancy Grear, Olga Lapczak, Mike Pedro, Suzanne Sellar, Ken Jones, David Drollette, Pat Huntington, Charlie Shaw, Linda Searing, Colleen Costanza, Mary Louise Gerek, Kathleen Moyse, Mary Heid, Eric Eagan, Nick LaMendola, Mike McGwin, Pat DeBuono, Sue Atkins, Brenda Schmidt, Dolores Johnson, Kate Brady, Jody Barker, Bernadette Rall, Jodi Barker, Kate Brady, Kristin Green, Bruce Woolley, Brenda Schmitt, Cheryl King, Mary Ann Lovelock

AdCPC Minutes on the Web: AdCPC minutes are now posted on the Naz Website at the following link:

Web<http://www.naz.edu/facstaff/minutes/minuteslist.cfm?committeeID=ADCPC>

Portal Update (Mary Heid): The Portal Task Force (PTF) met to discuss the vendor visits, and listed additional questions/feedback for the vendors. They are also still collecting comments from the community. The PTF is scheduled to meet again in Mid-May to further review vendor information with the goal of recommending a vendor by June 1.

ITSC Updates (David Drollette): Nancy attended this month's meeting on behalf of David. The final request list was reviewed, and some academic technology projects were not approved. Nancy talked about the Technology Resource Center that's being planned but several had a question about how/if one of the functions would be to support Datatel Users. The group was made aware of a software survey that some directors/offices received, and others didn't. Olga will follow up with Bill Nass about the distribution of that survey.

Colleague/Benefactor Updates (Olga Lapczak): Patches will be installed May 14-15. We will be joining R-18 cohort 3, which will begin working on implementation in July 2006 for a targeted release of the new software version in January 2007. Dictionaries are 90% updated in anticipation of the upgrade. The new report VALR lists the values and descriptions of VAL code tables. If you want access to this new report, contact Suzanne. Olga has received comments and changes to the Global Saved Lists, and she will be meeting with "Superusers" to review and implement changes. The new release of NazNet is scheduled to be released in mid-May.

AdAstra Update (Nancy Grear): A group of AdAstra users has been put together to look at the web client, and to work toward getting more departments using it to schedule events on campus. A small group of core users will be testing the web client over the course of the next couple of weeks.

NYS On-Line Certification System (Nancy Grear): Nancy gave an update on the automated certification application process. Among other considerations, we will be customizing some NazNet screens so that students can look up the program information they will need to complete their on-line application for certification.

Doctor of Physical Therapy Meeting: Judy will be scheduling a meeting to review processes for students in the new DPT program to include a discussion on billing, financial aid, registration, transcribing and other administrative processes.

Project Planning (Nancy Grear): Nancy announced that she and Mike Pedro will be taking a web-based project-planning course. If they think it would be beneficial to others in the community, we will explore having other take the course as well.

Summer Training: We will be scheduling summer training. Some summer training ideas:

- screen chaining
- Save List Creation screen
- Valcode Report
- Tabbing set up for a screen
- Phantoms: what are they? How do you set one up? Which ones already exist?
- What should every new Coll / Ben user know? What is a basic set of tools? What training is required?

General Updates: (Due to time constraints, we did not do full roundtable updates this month)