

Change Advisory Board Minutes
 Northland Pioneer College
 3-19-15
 Scheduled 9:00AM – 12:00pm

Members Present: Deb Myers Rickey Jackson
 Keila Derrick Doug Seely
 Marcia Bennett Kim Crossland
 Barbara Dixson

<QUORUM>

Members Absent: -----

Advisory Members: Ryan Taylor Linda Humes
 Mindy Neff Curtis Stevens
 Kerri Larson

Recorder: Valerie Brooks

- I. **Call to Order**
 Meeting was called to order by Deb Myers at 9:00AM.

- II. Approval of minutes of 12/18-14
 Rickey Jackson made **MOTION TO APPROVE**.
 Doug Seely **SECONDED**.

 Approval of minutes of 2/19/15
 Kim Crossland made **MOTION TO APPROVE**
 Keila Derrick **SECONDED**.

 Deb Myers called for vote. Minutes were **ACCEPTED** into record.

- III. **OLD BUSINESS**
 - A. **Updates to Tracking Sheet**

	C F NUMBER	TITLE	STATUS - Discussion
i	02242014-1	Jenzabar Permissions	IN PROGRESS.
ii	03102014-1	Inactive Student Filtering	ON HOLD - <i>Doug Seely will contact Wei Ma, to discuss with Information Systems , and return to Instructional Council .</i>
iii	03102014-2	Student Update to Active Directory	NO CHANGE (ON HOLD until APRIL 2015)
iv	08192014-AS-1	Change LDA Language/FTSE	IN PROGRESS - <i>This Change is in TEST. Mindy Neff will work with faculty (Seely) to insure that these changes can be smoothly implemented.</i>
v	09172014-AS-1	PCN Update for Payroll	NO CHANGE (STILL ON HOLD)
vi	12162014-AS-1	Direct Deposits for Accounts Payable	IN TEST.

IV.

NEW BUSINESS

- i. Change Form 2162015-AS-1 –
Advisor Menu in Jenzabar

Requestor: Josh Rogers
Change: (NORMAL) **Priority:** (LOW)
Purpose: (MODIFICATION)
Justification:

Student Services requests limiting accessibility to Degree Audit and Reports folders.

Impact:

Implication is that some departments have access to the audits and reports, and this access in some way affects the outcomes of unspecified Records and Registration reporting. This is not detailed in the CAB change form.

DISCUSSION

Rickey Jackson had some questions about accessibility. He felt that deans needed to have the ability to run degree audits when necessary.

It was suggested that different (permissions) could be set up for various advising groups, but IS Advisory Board members explained that this would entail creating groups for Campus Advisors, Center Advisors, Traveling Advisors who cover multiple locations, and certain Program Directors.

Mindy Neff also questioned how running a report would affect the report's contents. *It was brought up that degree audits can be "cleaned up" to show selected information—and that this might be the basis for concern.*

Linda Humes noted that department signature page was not included with the change form; she felt there might be other issues, but the comments were not available for CAB discussion.

Deb Myers felt that more information from the requestor is warranted order before CAB moves forward with this change.

Rickey Jackson made **MOTION TO TABLE** this change form until the next meeting.

Kim Crossland **SECONDED**.

Deb Myers called for the vote. This change form was **TABLED**.

- ii. **Change Form 03022015-AS-1 –**
Update Official Transcript Request Address Screen

Requestor: Paul Hempsey
Change: (NORMAL) **Priority:** (LOW)
Purpose: Modification

Justification:
 Due to the increasing length and complexity of addresses in the transmission of transcripts, Record and Registrations has requested that full length of all lines in the address fields in Official Transcript are both visible and printable. (The print screen included in the change report indicates that-- in some addresses only a portion of the full address is visible (and some parts of the address could be omitted.)

Impact:
 A longer line allows for a more accurate address. At the present time, in the case of very long addresses, transcripts are occasionally returned, which results in transmission delays. This impacts students and the Records office.

DISCUSSION

According to Mindy Neff, IS (Cindy Hildebrand) already has this change in TEST. Her comments can be noted on the CAB signature page. Ms. Neff states that this is “simply a screen length change,” and that there is nothing to be updated in the database.

Marcia Bennett made **MOTION TO APPROVE** this change form.
 Rickey Jackson **SECONDED**.
 Deb Myers called for the vote. This change form was **APPROVED**

V. BLACKOUT CALENDAR

REQUESTED BLACKOUT DATES THROUGH END OF SEMESTER

Mindy Neff - Information Services	April 11, 2015 – April 12, 2015	SMO's
	April 18 – April 19, 2015	Jenzabar migration to new domain
Marcia Bennett – Records and Registration	April 4, 2015 – April 10, 2015	Summer School Registration begins on April 6.
	April 25, 2015 – April 30 2015	Fall Registration begins on April 27.
Rickey Jackson - Instruction	May 1, 2015 – May 15, 2015	Students completing classwork. Instructions submitting grades.
Kim Crossland – Financial Aid	May 9, 2015 – May 13, 2015	Financial Aid processing.

VI. Other

Deb Myers reports that she has updated CAB Guidelines:

Marcia Bennett's proxy is now Pam Dominguez.
Jeremy Raisor has been added as Director of Enrollment
Josh Rogers has been added as Director of Student Services.
Barbara Dixon's proxy was formerly shown as *Mark Vest*
(in the absence of a Dean of Student Services.)
Barbara Dixon suggested that either Jeremy Raisor or Josh Rogers could
be added as voting members to the CAB. Deb Myers said she will consult
with Doctor Swarthout, then talk with these directors for (suggestions)
for an additional CAB member.

VII. Adjournment

- a. Rickey Jackson **MOVED** to adjourn the meeting.
 - b. Marcia Bennett **SECONDED**.
- Deb Myers called for the vote. **APPROVED**.
Meeting was adjourned at 9:37AM.

The next CAB meeting will be held on Thursday, April 16, 2015.