

decides how the monies will be spent. After that, she will be able to move it to the appropriate account.

- Currently, funds available are \$32,893, which is left over monies from 2011-2012 and \$8432 from 2012-2013, which makes a total of \$41,325.
- Dixie explained how mid-year negotiations may affect salaries. If more monies are needed to cover Basic Skills salaries they'll be able to pull the funds from the \$41,000 left over.
- Currently, two salaries are 75% paid at from basic skills monies, one 100% and two at 20%.
- Frank still does not know the amount of funds the committee will receive. He added that the word is that it will be the same amount as last year.
- Frank explained the deadline to spend last year's monies is June 2015. Funds from 2013-2014 need to be spent by June 2015 because the state is now giving two years instead of three to spend the monies.

Discussion Items

1. 2013-2014 Basic Skills Goals

- Jill stated that she will be applying for a \$5000 CTA grant. David added that the grant is \$5000 per person and up to \$20,000 per group.
- Jill will be working on English data just like she did for the math lab. Frank suggested comparing the percentage of students versus individual students. Terry said that you can only track by class and teacher.
- Betsy suggested encouraging faculty to use the early alert program.
- David briefly explained E-Tutoring, a tutorial component that includes a writing lab and connects students to a live tutor day or night for tutorial assistance. The E-Tutorial can be for any class besides online classes. To join the consortium would cost between \$3000 and \$5000. David said that it's something that's worth pursuing. David will report more information in the next Basic Skills meeting.

2. Basic Skills Committee Composition

- Frank went over the Basic Skills Committee member composition. He welcomed any other faculty who wishes to participate.

3. POST / CTE- Ed Wells was not present to discuss

4. Basic Skills Data

- Jill stated that the coding for ESL is off and if someone encounters any problems, to notify the Data Reliability Committee by submitting a ticket through the service desk.



Imperial Valley College
ATLAS Planning Group Minutes
Arts & Letters Conference Room 2780D
Monday, September 23, 2013
3:30 P.M.

Attending:

Michael Heumann, Project Director
Sidne Horton, ATLAS Coordinator
Todd Finnell, Vice President for Information Technology
Jeff Enz, Director of Enterprise Systems
Jeff Cantwell, Director of Application Services
Brian McNeece, Dean of Arts, Letters & Learning Services

Recorder:

Adriana Sano, Administrative Assistant

1) Updates

a) Instructional

i) Blackboard Training

- Sidne Horton informed the group that the following Blackboard trainings took place:
 - Blackboard Navigating for Students 8/20/13 and 8/22/13
 - Faculty Blackboard Basics 8/29/13 and 9/3/13
 - Blackboard Gradebook 9/17/13 (two sessions)
 - Open Drop-in Blackboard 10/1/13
- Sidne Horton has met with the Deans to discuss what their training needs are division/department wide. Her goal this year is to bring high level trainers to meet these needs.

ii) @One Project Training

- Sidne Horton informed the group that ATLAS funded 50% of the @One Project which consisted of four weeks of customized online courses for IVC faculty. Courses included Introduction to Online Teaching/Learning; and Introduction to Teaching with Blackboard.
- ATLAS would be compensating trainers for future Distant Ed training.

iii) January Conference

- The group discussed having a Distant Ed Training at the January Conference.

iv) **ANNUAL PERFORMANCE REPORT**

- Michael Heumann informed the group that he will begin working on the APR which is due at the end of the year or early January. He has not received notice from the Department of Education due to the government shutdown.

b) IT

i) **iDashboard**

- Jeff Cantwell informed the group that a iDashboard will be created for each department; it will be going to the Data Reliability Committee for review before launching to the College.
- iDashboards features will allow each department to analysis real-time data using interactive charts and graph for decision-making purposes.

ii) **Elucian Mobile Connect**

- Jeff Cantwell gave an update on Mobile Connect; he indicated the application was rolled out to students at the beginning of the fall semester.
- Ellucian Mobile Connect will give students access to all their student information through their mobile devices. Students will have access to WebSTAR, IVC Catalog, on-line schedule, grades, Google map of the College, and the ability to add/drop classes.
- The initial cost was funded by the ATLAS Grant and future yearly maintenance fee will be offset by savings in the IT Budget.

iii) **DegreeWorks**

- Jeff Cantwell gave an update on DegreeWorks; he indicated a Core DegreeWorks Team has been created which includes nine key staff members from A&R, IT, Counseling and Instruction.
- Kathie Westerfield, SIG Consultant will be on campus September 26th to assess the current health of DegreeWorks and help develop and implement new procedures.

iv) **Strategic Planning Online (SPOL)**

- Jeff Cantwell informed the group that Strategic Planning Online (SPOL) system has been purchased, the initial cost has been funded by the ATLAS Grant.
- A core group has been formed to begin the set-up and implementation of the new planning tool.
- SPOL will be used to collect and integrate data that supports accreditation planning, program review, strategic planning and outcome assessments of the District.

Linda Amidon

From: Bettsie Montero
Sent: Thursday, January 09, 2014 12:01 PM
To: Linda Amidon
Cc: Kathy Berry; Jeff Cantwell
Subject: FW: 2013-2014 EJ - Instructional - Teaching and Non-Teaching - Corrections.xlsx
Attachments: 2013-2014 EJ - Instructional - Teaching and Non-Teaching - Corrections.xlsx

Hi Linda,

I submitted the EB and EJ MIS report to state and Chancellor Office rejected only 3 records from EJ report:

California Community Colleges Chancellor's Office

[Edit Submission Error Report](#)

Team Id	College Id	Error Type	File Type	Record Number	Data Division	Data	Error Description	Student, Employee	Day or Section Id	Count
139	031	Syntactical	EJ	0000000355	EJ03	83550	INVALID ASA CODE	559997549		
139	031	Syntactical	EJ	0000000360	EJ03	83550	INVALID ASA CODE	122542827		
139	031	Syntactical	EJ	0000000671	EJ03	83550	INVALID ASA CODE	553559548		

Report Run Date As Of: 1/9/2014 11:31:44 AM

ID	LASTNAME	FIRSTNAME	EJ01	CLASS	EJ02	EJ03	EJ04_WEEKHRS	EJ08_FTE	
	Lechuga Jr.	Enrique	IR	FT	Y	83550	1	6.6667%	TOPS corrected
	Tucker	Jill	IR	FT	Y	83550	4	26.6667%	TOPS corrected

Thanks for your support !!

Bettsie

From: Linda Amidon
Sent: Monday, November 25, 2013 11:20 AM
To: Bettsie Montero
Cc: Kathy Berry
Subject: 2013-2014 EJ - Instructional - Teaching and Non-Teaching - Corrections.xlsx

Hi, Bettsie.

Attached is a spreadsheet showing corrections to MIS EJ for instructional faculty (full- and part-time teaching and non-teaching).

Let me know if you have questions.

Thanks!

Linda

IMPERIAL VALLEY COLLEGE
Banner Users' Group

AGENDA – May 14, 2015

Reports/Updates

1. Area updates
2. Priority registration for Summer kicks-off Monday, May 18th
3. Banner 'Basic Navigation' guide
4. Other

Discussion Items

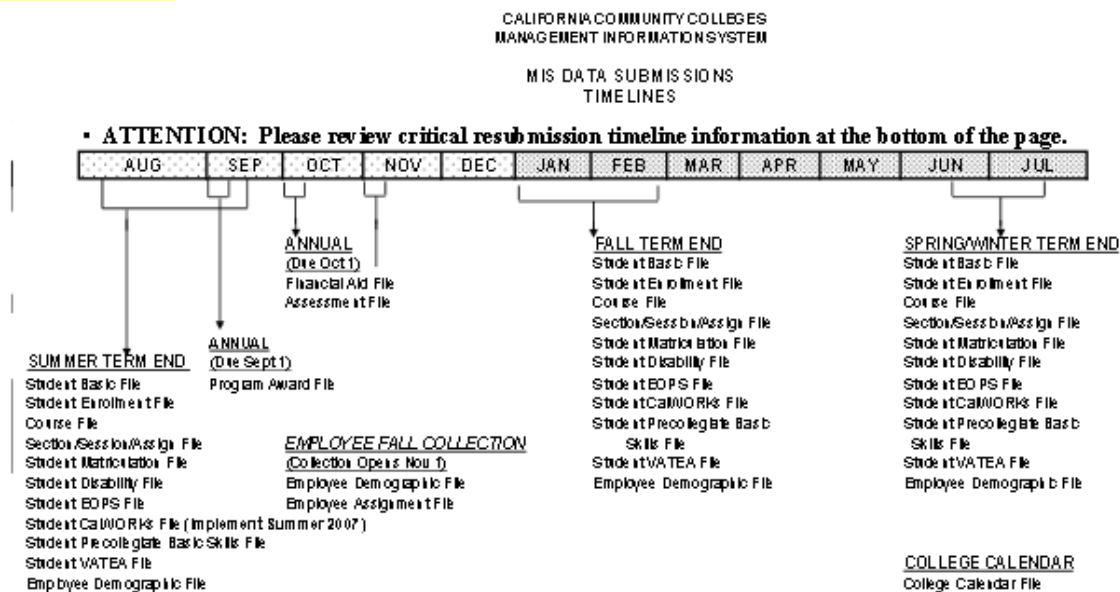
1. eCommunities
2. Banner XE/9 architectural changes
3. New Gainful Employment federal reporting
4. Blackboard debit card replacement of HigherOne
5. Upgrades
 - a. Evisions MAP server; Friday May 15th 3-5pm
 - b. General 8.7 & 8.7.1, Web Tailor 8.7, Web General 8.7; TBD
 - c. CALB Student 8.10 released expected end of May. Will support baseline Student 8.7.
 - d. Student 8.8 released expected end of June for support of Gainful Employment reporting enhancements. Requires Student 8.7.
6. Business process improvements
 - a. Abbreviated Ed Plan
 - b. Change of major
 - c. Budget projection improvements using projected year-long schedule.
 - d. Employee position change management enhancements (see Attachments)
- 7. MIS**
 - a. State submission schedule (see Attachments)
 - b. Data quality enhancement**
 - c. DRC (Data Reliability Committee)**
8. Other

Attachments

Employee position change management

- Enhance tracking and mapping of CRN->Position. A viable solution has been developed and is being reviewed by key stake holders prior to being put into our test environment for verification. This will not only greatly improve position tracking and management at the CRN level, but will aid in improving budget projections now that the schedule is built a full year in advance.
- Enhance feeding of vacant Positions from HR to Business for budget. IT is working with HR and together have found some areas to improve on. HR will share with Business Office for review and input for implementing.
- Improve business process that feed changes to positions from various departments on campus to HR and other departments. In discussion both IT and HR agree that this an area that is in need of improvement and have identified some elements to developed. We are investigating the creation of separate ticket process similar to 'Request to Hire' for position changes since the campus already has experience using this process. As a side benefit, this will segue into the previous activity of improving vacant position management from a business process point of view.

MIS Schedule



- All term-end files are due within one month after the end of each term, with the following exceptions:
 - 1) Winter Quarter data is due at the same time as Spring Quarter data
 - 2) Districts with a Fall due date in January are not required to submit until the first Monday in February

• **THE LAST DAY TO RESUBMIT:**

Summer, Fall, and/or Spring term end files for allocation purposes is the first Monday in August (by 5:00 p.m.). (Updated)

Financial Aid data for VTEA allocation purposes is the second Friday in February (by 5:00 p.m.).

Employee Fall Collection for inclusion in initial IPEDS data upload is the first Friday in December (by 5:00 p.m.).

Employee Fall Collection for inclusion in the final IPEDS data upload is the third Friday in January (by 5:00 p.m.).

IMPERIAL VALLEY COLLEGE
Banner Users' Group

AGENDA – May 14, 2015

Reports/Updates

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8. Other

Linda Amidon

From: Bettsie Montero
Sent: Monday, December 01, 2014 2:21 PM
To: Linda Amidon
Subject: EJ report for 1415 MIS

Hi Linda,

Please use the following link to run EJ annual report

<http://argos.imperial.edu:8080/argos/index.html?report=EMNZ7B26MYXCXMO5VASHH4WKDYIOZ5H2TBQ7AXYP5N2S7D5MGUYAR7PGH4DTNA7WKPS7DUBFOECGI>

If you need any change or notice any issue please let me know.

Bettsie Montero
Senior Computer Programmer / Data Analyst
Imperial Valley College
☎ Voicemail (760) 355-6175
✉ Email bettsie.montero@imperial.edu
🌐 Web www.imperial.edu

“Educating the mind without educating the heart is no education at all”. Aristotle

Linda Amidon

From: Bettie Montero
Sent: Monday, December 07, 2015 2:36 PM
To: Linda Amidon; Sheila Dorsey-Freeman; Martha Bandivas; Gloria Arrington
Cc: Jose Carrillo; Jeff Cantwell
Subject: Employee Annual 1516

Hi,

We should start to submit Employee EB and EJ MIS annual file for 15-16 to Chancellor Office. Please verify the accuracy on the reports and let me know if the reports are ready to sent

EJ Employee annual

link: <http://argos.imperial.edu:8080/argos/index.html?report=N4VVCG7DFJIUGN5FG2T4HY3GCUATE26I5KZBDWXLH4B3FQOU6JUSPVQNO6VAAFU66R42X7QKJMETI>

EB Employee annual

link: <http://argos.imperial.edu:8080/argos/index.html?report=EMNZ7B26MYXCXMO5VASHH4WKDYIOZ5H2TBQ7AXYP5N2S7D5MGUYAR7PGH4DTNA7WKPS7DUBFOECGI>

Thanks

EJ	ID	LASTNAME	FIRSTNAME	E01	CLASS	E02	E03	E04	WE...	E05	HR...	E06	FTE	SGRF	CO...	E04FOR...	E08FOR...
E031159	G00714289	Abdin	Aziz	CH	PT	Y	111200	5		06000	33.3333	15/16	050			03333	
E031159	G00339823	Abubo	Aaron	CH	PT	Y	150100	10		06000	66.6667	15/16	100			06666	
E031159	G00388664	Abubo	Dennis	SN	CR	Y	6510	40		00000	100	15/16	400			10000	
E031159	G00725417	Aguliar	Alejandro	SN	CR	Y	6780	40		00000	100	15/16	400			10000	
E031159	G00224008	Aguliar	Claudia	SN	CR	Y	6320	40		00000	100	15/16	400			10000	
E031159	G00352649	Aguliar	Erika	SN	CR	Y	6490	40		00000	100	15/16	400			10000	
E031159	G00391125	Aguliar V...	Juan	SN	CR	Y	6490	40		00000	100	15/16	400			10000	
E031159	G00333548	Agurte	Justina	AN	AD	Y	6010	40		00000	100	15/16	400			10000	
E031159	G00229072	Agundéz	Rebecca	CH	PT	Y	123000	3		06000	20	15/16	030			02000	
E031159	G00601470	Ahraz	Muhammad	CH	PT	Y	040100	6		06000	40	15/16	060			04000	
E031159	G00737783	Akinikuoye	Nicholas	AN	AD	Y	6010	40		00000	100	15/16	400			10000	
E031159	G00600223	Alicon	Jose	SN	CR	Y	6200	40		00000	100	15/16	400			10000	
E031159	G00330422	Alvarez	Kandy	SN	CR	Y	6460	40		00000	100	15/16	400			10000	
E031159	G00316383	Alonso	Yeheli	SN	CR	Y	6790	40		00000	100	15/16	400			10000	
E031159	G00335115	Altamirano	Susan	CH	PT	Y	493084	5		06000	33.3333	15/16	050			03333	
E031159	G00335115	Altamirano	Susan	CH	PT	Y	493086	5		06000	33.3333	15/16	050			03333	
E031159	G00347658	Alvarado	Beatriz	IN	NF	Y	6490	35		00000	100	15/16	350			10000	
E031159	G00351952	Alvarez	Anabelle	CH	PT	Y	200100	3		06000	20	15/16	030			02000	
E031159	G00388670	Amidon	Ermelinda	SN	CC	Y	6010	40		00000	100	15/16	400			10000	
E031159	G00331429	Andrade	Yazmin	SN	CR	Y	6320	40		00000	100	15/16	400			10000	
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E031159	G00317879	Arce-Gu...	Francois	SN	CR	Y	6190	40		00000	100	15/16	400			10000	
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E031159	G00348045	Armenta	Celeste	CO	FT	Y	123010	0.47		06000	3.1333	15/16	004			00313	
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E031159	G00328759	Arsola	Janis	IN	NF	Y	6430	35		00000	100	15/16	350			10000	
E031159	G00600250	Avila	Beatriz	IN	NF	Y	6430	35		00000	100	15/16	350			10000	
E031159	G00735220	Bachie	Ol	CH	PT	Y	011500	3		06000	20	15/16	030			02000	
E031159	G00706813	Bailey	Gordon	CO	FT	Y	070800	3.33		06000	22.2	15/16	033			02220	
E031149	G00706813	Bailey	Gordon	CH	FT	Y	070800	8		00000	53.3333	15/16	080			05333	
E031149	G00706813	Bailey	Gordon	CH	FT	Y	070100	3		00000	20	15/16	030			02000	
E031149	G00706813	Bailey	Gordon	CH	FT	Y	070210	4		00000	26.6667	15/16	040			02666	
E031159	G00331850	Baker	Renee	NH	PT	Y	100400	0		06000	0	15/16	000			00000	
E031159	G00331850	Baker	Renee	CH	PT	Y	100400	6		06000	40	15/16	060			04000	
E031159	G00367478	Barrios	Dianamell...	SN	CR	Y	6320	40		00000	100	15/16	400			10000	
E031159	G00367478	Barrios	Dianamell...	CH	PT	Y	200100	3		06000	20	15/16	030			02000	

Bettie Montero
Senior Computer Programmer / Data Analyst