

## Committee Meetings and Minutes [www3.austincc.edu/it/meetingminutes/](http://www3.austincc.edu/it/meetingminutes/)

## Help Docs - Admin View

The new site has the same basic features of the former site but now has updated usability. Like the former site, the new site has committee information that is viewable to anyone (within ACC's network). This is referred to as the Public View. If you are an authorized user of a committee, once you log in you will have access to the Admin View. This document gives instructions for the Admin View and how to update the information that can be viewed on the Public View. To better understand what you will be updating, you should review the Help Docs – Public View ([www3.austincc.edu/it/meetingminutes/helpdocspublic.pdf](http://www3.austincc.edu/it/meetingminutes/helpdocspublic.pdf)) before proceeding with the Admin View.

### Site/System Overview

#### New features include:

- Announcement feature
- Ability to record member attendance
- Ability to list meeting guests and record guest meeting attendance
- New login procedure uses the familiar ACCeID
- Member and member details easy to add from current employee info
- Print-friendly versions of agendas and minutes

Members of the college community can view Committee meeting details, agendas, posted minutes and current membership as well as search past agendas and minutes.

Return to Committee Listings

For a committee, select to view meeting or membership details

Administrative Login \*

The screenshot shows the Austin Community College District website. The header features the ACC logo and the slogan "Start Here. Get There." Below the header is a navigation bar with a search bar and links to "Directory", "Board of Trustees", "President", "Human Resources", "Business Services", and "Organizational Reference". The main content area is titled "Committee Meetings and Minutes" and includes a sub-header "Welcome to the ACC Meetings and Minutes Repository!". A list of committees is displayed, including "CORE Committee", "eStaffing Committee", "Occupational Therapy Assistant Advisory Committee", "Professional Development Technology Training Committee", and "Schedule Development Committee". A "Committee Listings" box highlights this list. The footer contains contact information for Austin Community College and a list of links including "Faculty and Staff", "Instructional Support", "Helpdesk", "Workshops", "Forms", "Calendars", "Newsroom", and "A-Z Index".

Committee Listings

[Help Docs \(PDF\)](#)

## Old Site Info

All of the information from the old site will be archived and made available via links on the new site.

## Feedback Welcome

Please feel free to contact IT-Applications Development regarding any aspect of the Committee Meetings and Minutes site. All feedback is welcome. Refer to Contact Info below.

## New Committee Requests

To request a new committee or make a change to an existing committee (i.e., committee name change), an email should be sent to IT-Applications Development. Use the “Webmaster” link located at the bottom of the every page of the site to make your request and be sure to include:

- Committee name
- Name of requestor (usually the committee chair)
- Email of requestor
- Names of all authorized users
- Email addresses of all authorized users

## Request to Add/Remove Authorized Committee Administrators

Generally, a committee has at least two authorized administrators (usually the Committee Chair and one support person), however, a committee can have up to 6 persons authorized to update committee information. Authorized committee administrators must be college employees. To add or remove authorized individuals, an email should be sent to IT-Applications Development. Use the “webmaster” link located at the bottom of the every page of the site to make your request and be sure to include:

- Committee name
- Name of requestor (usually the committee chair)
- Email of requestor
- Name of new authorized user
- Email address of new authorized user

## Contact Info

5930 Middle Fiskville Rd.  
Austin, Texas 78752-4390  
512.223.4ACC (4222)

Faculty and Staff ■ Instructional Support ■ Helpdesk ■ Workshops ■ Forms ■ Calendars ■ Newsroom ■ A-Z Index

Webmaster ■ Directory ■ Copyright ■ Legal Notices ■ About ACC ■ Contact ACC ■ ACC Home

Contact IT-Applications Development by using this convenient email link for any feedback, including requests and bug reports. Or contact the Help Desk.

## Logging in as an Authorized Committee Administrator

**Step #1** Click “Administrative Login” on menu

**Step #2** Log in using your ACCeID

**Step #3** Select from list of committees you are authorized to administer



Committee Listings

Search Minutes

Committee Home

Meetings

Agendas

Minutes

Membership

Administrative Login

Directory Board of Trustees President Human Resources Business Services

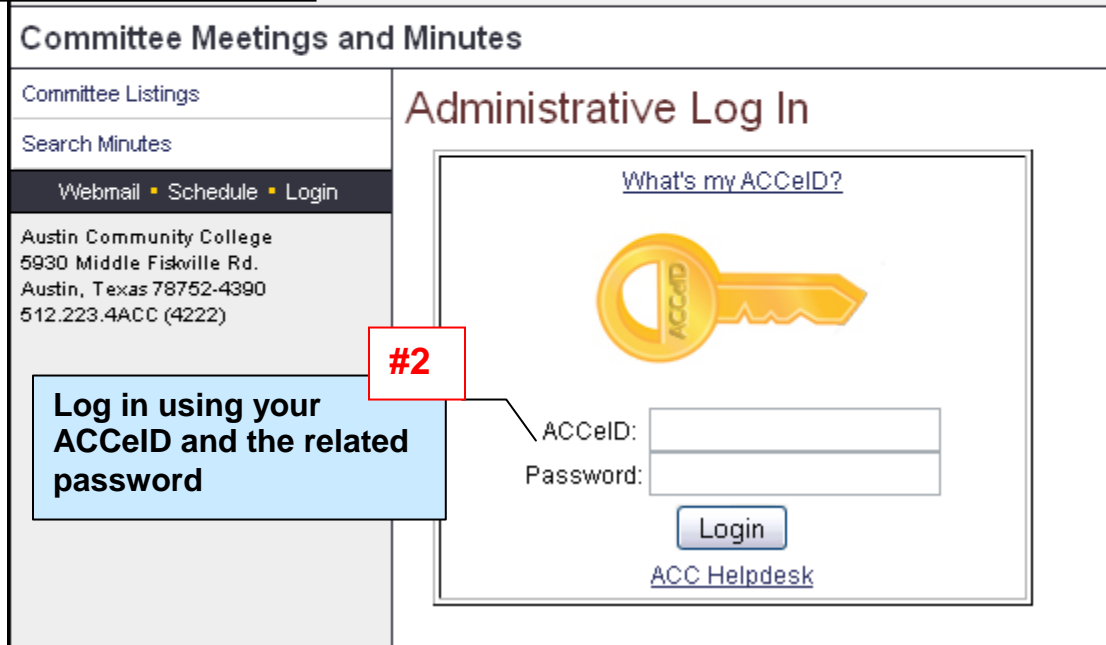
Home » Admin » Committee Meetings and Minutes

**#1**

Authorized committee administrators\* log in here

☺ **Fun Fact** ☺

You can be assigned to administer more than one committee and they will all be listed. You no longer will have to remember multiple passwords – just use the same one you use for eTime!



### Committee Meetings and Minutes

Committee Listings


Search Minutes

Webmail Schedule Login

Austin Community College  
5930 Middle Fiskville Rd.  
Austin, Texas 78752-4390  
512.223.4ACC (4222)

## Administrative Log In

[What's my ACCeID?](#)



ACCeID:

Password:

Login

[ACC Helpdesk](#)

**#2**

Log in using your ACCeID and the related password



Select the committee you want to update from the list of your committees



### Select Committee

Select the committee you would like to update.

Professional Development Technology Training Committee

If this list does not contain the committee you are looking for, contact the [IT Application Administrator](#) for assistance.

**#3**

## Administrators' Menu

Once you select the committee you would like to update from the Select Committee list, a new menu will appear and the Edit Committee Home page will display. First, let's review the Administrative Menu before we start editing the committee information.

**The Public View portion of the menu is still available to you after you log in, but now when you click these items the pages will be set to display for your selected committee**

**This light gray part of the menu is the Admin View and is how you will navigate the administrative pages and update the information of your selected committee**

**Once you select a committee, the committee's name will appear at the top of all of the pages.**

**Professional Development Technology Training Committee**

*Edit Committee Home*

**Announcement**  
*Space limited – keep message brief to be most effective*

The technology training committee has very useful tutorials on technology in ACC.

**Mission/Purpose**

The PD TTC promotes technology innovations and provides hands-on, interactive workshops to ACC faculty and staff.

**Recommendations**

Committee Listings

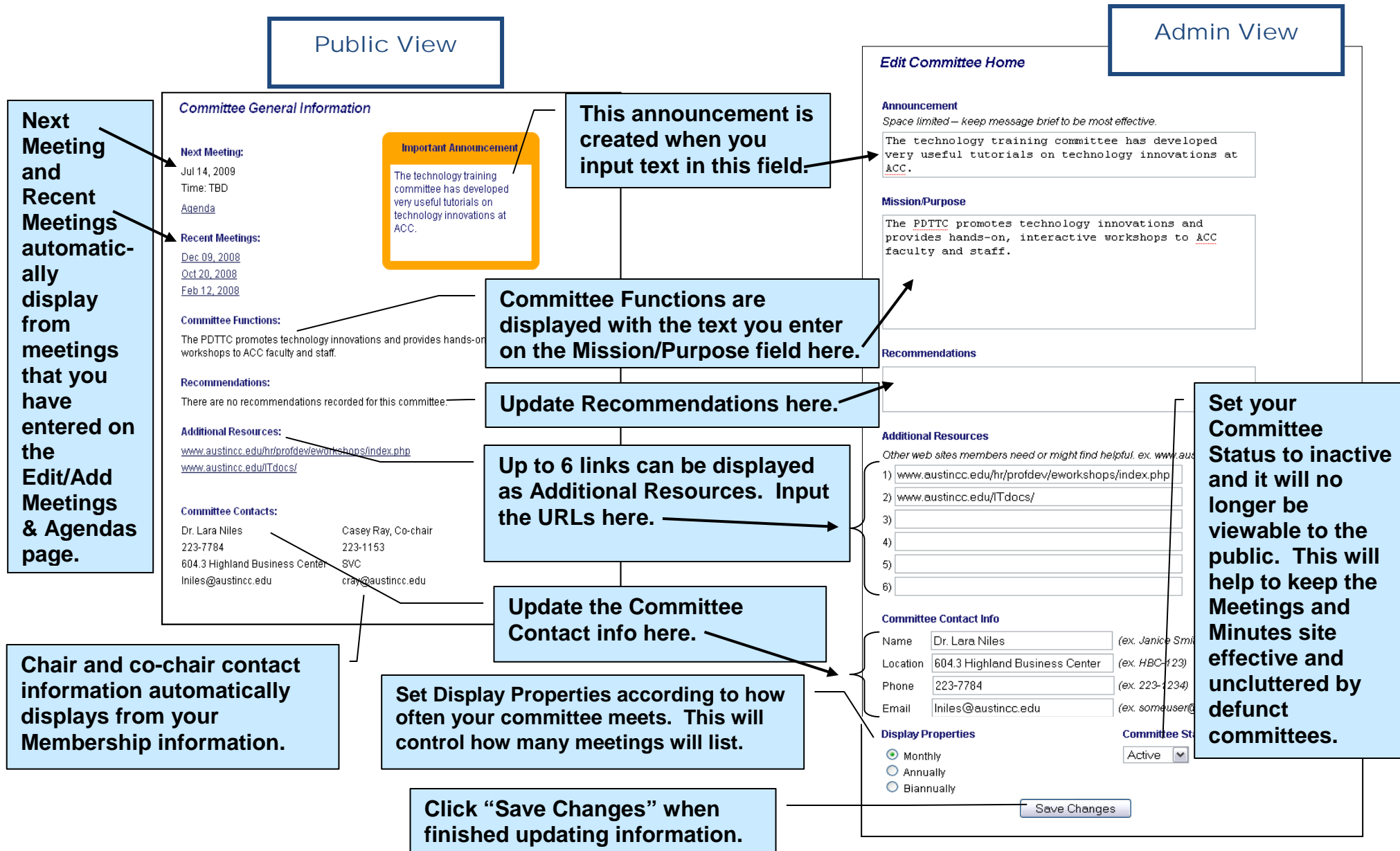
- Committee Home
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Webmail • Schedule • Login

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5930 Middle Fiskville Rd.  
Austin, Texas 78752-4390  
512.223.4ACC (4222)

### Edit Committee Home

Once you select a committee to update, the first page you are taken to is the Committee Home page. On this page, you can edit general information about the committee and update the announcement. Shown below is a representation of how the Committee General Information page of the Public View is updated by you using the Edit Committee Home page of the Admin View.



## Edit/Add Meetings & Agendas

To get started adding meetings, you first click on the menu item titled “Edit/Add Meetings & Agendas”. This page allows you to either select a date to edit a meeting or to add a new meeting. Note: In order to input a meeting’s Minutes, the meeting must be created first.

**Committee Meetings and Minutes**

Committee Listings

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- Edit/Add Meetings & Agendas**
- Edit Minutes
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- Edit/Add Meeting Attendance
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- Webmail • Schedule • Login

**Professional Development Technology Training Committee**

**Edit/Add Meetings and Agendas**

Select a date below to edit the meeting, agenda or minutes.  
Add a new meeting by clicking the button.

<a href="#">August 3, 2009</a>	<a href="#">Agenda</a>	<a href="#">Minutes</a> (Draft)
<a href="#">July 14, 2009</a> (Postponed)	<a href="#">Agenda</a>	<a href="#">Minutes</a> (Final)
<a href="#">June 16, 2009</a>	<a href="#">Agenda</a>	<a href="#">Minutes</a> (Working)
<a href="#">June 15, 2009</a>	<a href="#">Agenda</a>	<a href="#">Minutes</a> (Working)
<a href="#">June 13, 2009</a>	<a href="#">Agenda</a>	<a href="#">Minutes</a> (Draft)
<a href="#">June 12, 2009</a>	<a href="#">Agenda</a>	<a href="#">Minutes</a> (Working)
<a href="#">June 11, 2009</a>	<a href="#">Agenda</a>	<a href="#">Minutes</a> (Working)
<a href="#">June 8, 2009</a>	<a href="#">Agenda</a>	<a href="#">Minutes</a> (Working)
<a href="#">February 12, 2009</a>	<a href="#">Agenda</a>	<a href="#">Minutes</a> (Draft)
<a href="#">February 1, 2009</a>	<a href="#">Agenda</a>	<a href="#">Minutes</a> (Working)
<a href="#">December 9, 2008</a>	<a href="#">Agenda</a>	<a href="#">Minutes</a> (Working)
<a href="#">October 20, 2008</a> (Cancelled)	<a href="#">Agenda</a>	<a href="#">Minutes</a> (Working)
<a href="#">February 12, 2008</a>	<a href="#">Agenda</a>	<a href="#">Minutes</a> (Draft)

[Add New Meeting](#)

**Click this button to add a new meeting.**

**Step #1** Click “Edit/Add Meetings & Agendas” on menu

**Step #2** Select meeting date from list

**OR**

**Step #3** Add a new meeting by clicking the “Add New Meeting” button at the end of the list

## Edit/Add Meetings & Agendas – Continued

### Add a New Meeting

To create a new meeting, fill in as much information as you know at the time.

Enter meeting date. Click calendar icon for date selector or enter the date as MM/DD/YYYY.

Select meeting times. Select hour and AM/PM for meeting begin and end times.

Enter location information (for example, HBC 201).

Enter agenda item numbers, titles and presenters. You must enter a digit as item number (i.e. 1, 2, 3). Roman numerals are not accepted (i.e. I, II, III, IV).

Any agenda items you enter for the meeting will be carried over to the Minutes. You will not have to re-enter the agenda items or presenters when you are ready to input the minutes, but you will have a chance to reorder the items later if necessary.


Enter any guests' names and their email addresses.

Enter any notes to yourself or reminders for the meeting. Currently, these are stored here only and do not appear on any reports or other pages.

Note: To create a meeting, the minimum you can enter is a meeting date.

Click "Save Changes" when done.

Professional Development Technology Training Committee

Date  

Meeting Status

Begin Time 1:00 AM

End Time 1:00 AM

Location

[Delete Meeting](#)

Agenda

Item #

Presenter

Item #

Presenter

Item #

Presenter

Add 3 More Items

Guests

Guest Name  (ex. First M Last)

Guest Email

Guest Name  (ex. First M Last)

Guest Email

Guest Name  (ex. First M Last)

Guest Email

Add 3 More Guests

Additional Information

Save Changes

Set the meeting status here.

To add more items, check this box and three more rows will appear.

To add more guests, check this box and three more rows will appear.

## Edit/Add Meetings & Agendas – Continued

### Edit an Existing Meeting

This page has the same features as the Add a New Meeting page.

On this page you can:

- Change the date, times or any text on the page.
- Change the Meeting Status.
- Reorder Items using the Item # fields.
- Delete items by placing a checkbox in the Delete box next to the Presenter for that Item.
- Add more items by checking the “Add 3 More Items” box.
- Add more guests by checking the “Check to add guests” box
- Delete guests by checking the Delete box next to the guest name.
- Delete the meeting by clicking the “Delete Meeting” link under the Meeting Status dropdown.

**Professional Development Technology Training Committee**  
*Edit Meetings & Agendas*

Date: 08/03/2009  
Begin Time: 3:00 PM  
End Time: 4:00 PM  
Location: SVC-133  
Meeting Status: Active  
[Delete Meeting](#)

**Agenda**

Item #	Description	Presenter	Delete
1	Update on ODS Orchestrator	Andrew Christie	<input type="checkbox"/>
2	Coming Soon + Addendums to Agenda Items #3 & #6	Thomas Sigg	<input type="checkbox"/>
3	Update on Department Name Changes	Andrew Christie	<input type="checkbox"/>
4	Discussion: Resource25	Marie Fofi	<input type="checkbox"/>
5	Institutions & CEEB Codes	Kathy Galaviz	<input type="checkbox"/>
6	Purchasing Address Issues	Andrew Christie	<input type="checkbox"/>

Add 3 More Items

**Guests**

Guest Name	Delete
Gerry Tucker	<input type="checkbox"/>

Guest Email: gtucker@austincc.edu  
 Check to add guests.

**Additional Information**

Bring ODS handouts.

**Callout Boxes:**

- Update Meeting Status
- Delete the Meeting
- Delete the Item
- Add more agenda items
- Delete the guest
- Add more guests



## Edit/Add Minutes

### Select Meeting to Edit Minutes

**Step #1** Click “Edit Minutes” on menu

**Step #2** Select meeting date from list

**OR**

**Step #3** Add a new meeting by clicking the “Add New Meeting” button at the end of the list. This will bring up the “Add a New Meeting” page previously discussed.

**Committee Meetings and Minutes**

Committee Listings

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- Edit Minutes** #1
- Edit/Add Membership
- Edit/Add Meeting Attendance
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- Webmail • Schedule • Login

**Professional Development Technology Training Committee**

**Edit/Add Minutes**

Select a date below to edit minutes.

- [August 5, 2009](#) (Working) #2
- [August 3, 2009](#) (Draft)
- [July 14, 2009](#) (Final)
- [June 16, 2009](#) (Working)
- [June 15, 2009](#) (Working)
- [June 13, 2009](#) (Draft)
- [June 12, 2009](#) (Working)
- [June 11, 2009](#) (Working)
- [June 8, 2009](#) (Working)
- [February 12, 2009](#) (Draft)
- [February 1, 2009](#) (Working)
- [December 9, 2008](#) (Working)
- [February 12, 2008](#) (Draft)

[Add New Meeting](#) #3

Click the date of the meeting

Click this button to add a new meeting.

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Austin, Texas 78752-4390  
512.223.4ACC (4222)

### Edit/Add Minutes - Continued

#### Edit/Add Minutes Page

##### Edit/Add Minutes

**Date** August 3, 2009  
**Begin Time** 3:00 PM  
**End Time** 4:00 PM  
**Location** SVC-133  
**Meeting Status** Active  
**Minutes Status** Final Draft  ("Working Draft" not viewable by public)

##### Agenda and Minutes

<b>Item #</b> 1	Update on ODS Orchestrator	<input type="checkbox"/> Delete
<b>Presenter</b>	Andrew Christie	
<b>Discussion</b>	Almost all of the <u>Datate!</u> -delivered transforms were populated in <u>Coltest</u> . We will begin the process of populating them in <u>Collive</u> quite soon. One of the issues the CORE Committee will be addressing is the issue of data element values in <u>UniData</u> that exceed the defined maximum length.	
<b>Item #</b> 2	Purchasing Address Issues	<input type="checkbox"/> Delete
<b>Presenter</b>	Andrew Christie	
<b>Discussion</b>	A representative of the Purchasing department presented IT Applications Development with a couple of address-related issues to research. As of CORE meeting time, there had not been enough available time to begin the research. However, indications at the meeting were that the requests	
<b>Item #</b> 3	Update on Department Name Changes	<input type="checkbox"/> Delete
<b>Presenter</b>	Andrew Christie	
<b>Discussion</b>	The Medical Coding Program department will be renamed Health Information Technology, effective August 24, 2009, pending the President's approval. The CORE Committee had no objection.	
<b>Item #</b> 4	Discussion: Resource25	<input type="checkbox"/> Delete
<b>Presenter</b>	Marie Fofi	
<b>Discussion</b>	A brief discussion of Resource25 occurred, but it was decided that because key departments were not represented at this meeting, the discussion should be tabled until the September <u>Datate!</u> Steering Committee meeting or the next CORE meeting.	

These meeting details must be edited on the Edit Meetings & Agenda page

#### Minutes Status can be:

- Working Draft – Use this if you are unable to complete updating the minutes. This will not be viewable to the public.
- Final Draft – Use this to allow others to see the minutes. This is the draft until the minutes are approved by the committee.
- Final Approved – Change to this setting when the committee has approved the minutes.

Add the Discussion for each agenda item. Text can be added in paragraph form as line breaks will be saved.

Reorder Item #, if necessary

Change the text of any field, including item title or presenter. This will change on the meeting's agenda page as well.

Click the "Save Changes" button when done

Delete items if necessary. Item #, title and presenter will also be removed from meeting agenda.

Save Changes

Check to add more Items

## Edit/Add Membership

### Select Member or Add for New Member

Committee Meetings and Minutes

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### Professional Development Technology Training Committee

**Current Membership** #2

To edit a member record, click on the member name

Click member name to edit member record

Name	Representing	Type	Loc	Phone	Email
<a href="#">Lara Niles</a>	Prof-Tech	Chair	HBC 604.3	223-7784	lniles@austincc.edu
<a href="#">This TestPerson</a>	Adjunct Faculty	Chair			
<a href="#">Casey Ray</a>	Prof-Tech	Co-chair	SVC	223-1153	cray@austincc.edu
<a href="#">Nicole Bell</a>	Classified	Member	HBC-604	223-7997	nbell2@austincc.edu
<a href="#">Donald Christie</a>	Adjunct Faculty	Member	SVC-113	223-1181	dchristi@austincc.edu
<a href="#">Test NonACC</a>	Other	Member	Offcampus	223-1153	someemail@domain.com
<a href="#">Pink Aardvark</a>	Prof-Tech	Non-voting	kj4's	ksjer	slkerj'serlk

Add New Member

#3

Click "Add New Member" button to add a new member

**Step #1** Click "Edit/Add Membership" on menu

**Step #2** Click name of the member to edit the membership information

**OR**

**Step #3** Click the "Add New Member" button to add a new member to the committee

## Edit/Add Membership - Continued

### Edit Member Information

**Edit Member Information**

Name: Lara Niles

Position: Chair

Representing: Prof-Tech

Phone: 223-7784

Location: HBC 604.3

Email: lniles@austincc.edu

Submit Changes

*\*\*To "delete" a member, change their status to "Ex-member".*

**Position options are:**

- Member
- Chair
- Co-chair
- Non-voting
- Ex-member

**Choose who the member is Representing:**

- Faculty
- Adjunct Faculty
- Prof-Tech
- Classified
- Other

**Update first name, last name, phone, location or email fields.**

**Click the "Submit Changes" button when ready to save changes**

**If you no longer want a member listed on your committee, change the status to "Ex-member".**

## Edit/Add Membership - Continued

### Add New Member – Select Person

**Step #1** Search for person by last name.

**Add New Member**

To add a person as a member, first search by Last Name:

#1

**Step #2** Select from list of Search Results. If not found in list, click “Person not listed above. Add person manually”.

**Add New Member** #2

Search Results:

Edwin James	ejames@austincc.edu	<input type="button" value="Select"/>
Kathy James	kjames@austincc.edu	<input type="button" value="Select"/>
Norma James	njames@austincc.edu	<input type="button" value="Select"/>

Person not listed above. Add person manually.

Click to select the person

Click this if person does not appear in list

### **Add New Member**

Person not found. You'll need to add this person manually.

**Name** First  Last

**Status**  ▼

**Representing**  ▼

**Phone**

**Location**

**Email**

If no person found with that name during search, you will get this screen and will be able to add the person's details manually.

## Edit/Add Membership - Continued

### Add New Member – Edit Member Details

**Add New Member**

Name Kathy James

Status

Representing

Phone

Location

Email

If you select a person from the Search Results list, the screen will populate with their directory information. Make any changes you need to and then click the "Add New Member" button to add the person to the committee.

If the person is not found and you need to add the person manually, this screen will allow you to input directory-type information. Click the "Submit New Member" button to add the person to the committee.

Details not found. You must enter manually.

Name

Status

Representing

Phone  ex. 223-1234

Location

Email

First name

Last name

### Edit/Add Meeting Attendance

**Committee Meetings and Minutes**

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**Professional Development Technology Committee**

**Record Attendance**

Select a date below to record attendance

- August 5, 2009
- August 3, 2009 (#2)
- July 14, 2009
- June 16, 2009
- June 15, 2009
- June 13, 2009
- June 12, 2009
- June 11, 2009
- June 8, 2009
- February 12, 2009
- February 1, 2009
- December 9, 2008
- February 12, 2008

**Step #1** Click “Edit/Add Meeting Attendance” on menu

**Step #2** Select the date of the meeting for which you would like to update attendance

**Step #3** Record person’s attendance by placing a check in the box to the right of their name.

**Step #4** Click the “Save Changes” button to record the attendance for the meeting

**Record Attendance**

Meeting Date: August 3, 2009 (#3)

**Members**

- Nicole Bell
- Donald Christie
- Kathy James
- Lara Niles
- Casey Ray

**Guests**

- Gerry Tucker

Check if Attended

Check if Attended

**Save Changes** (#4)

Check box to record attendance of members

Guest attendance is recorded here also with a check box

Attendance for meetings is automatically recorded on the meeting minutes for that date – for members and guests!

Click the “Save Changes” button when ready to record attendance

## Create Reports – Overview

Three print-friendly reports of some useful documents are available to committees. These documents are designed to make the meeting process as hassle-free as possible. Available are:

- **Meeting Sign In Roster** – Print one copy of this to take to the meeting. All members are listed alphabetically by last name and there is also a place for the member to sign or initial. Collect this after the meeting and you can easily record meeting attendance from this roster. Meeting date and details are listed conveniently at the top of the roster.
- **Meeting Agenda** – Print this Meeting Agenda and make copies for your meeting. Meeting date and details are listed at the top of the page and agenda items and presenters are listed. Also included is a space for the attendees to take notes on each discussion item.
- **Meeting Minutes** – Print this Meeting Minutes and make copies for distribution at your next meeting. The committee can review and approve the minutes. Listed are meeting date, details, and status, members present, guests present, agenda items, presenters and discussion items.

**Committee Meetings and Minutes**

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**Professional Development Technical Committee**

**Administrative Reports**

Choose a report from the list below.

- [Meeting Sign In Roster](#) **#2**
- [Meeting Agenda](#)
- [Meeting Minutes](#)

**Select report**

**Step #1** Click “Create Reports” on menu

**Step #2** Select report



### Create Reports – Overview (Continued)

The reports are similar in that they all have:

- a **select list** of meeting dates,
- a **screen** representation,
- a **print button**,
- and a **print version** with automatic print function.

**Meeting Sign In Roster**

Select meeting date below.

[August 5, 2009](#)  
[August 3, 2009](#)  
[July 14, 2009](#)  
[June 16, 2009](#)  
[June 15, 2009](#)  
[June 13, 2009](#)  
[June 12, 2009](#)  
[June 11, 2009](#)  
[June 8, 2009](#)  
[February 12, 2009](#)  
[February 1, 2009](#)  
[December 9, 2008](#)  
[October 20, 2008](#)  
[February 12, 2008](#)

Example of Select List of meeting dates

**Meeting Sign In Roster**

Print using the button at the bottom.

**August 3, 2009**  
**3:00 PM - 4:00 PM**  
**SVC-133**

<b>Name</b>	<b>Signature</b>
Bell, Nicole	_____
Christie, Donald	_____
James, Kathy	_____
Niles, Lara	_____
Ray, Casey	_____

Print Roster

Example of Screen Representation of report

Example of report Print Button

### Create Reports – Overview (Continued)

Click this link to go back once report is printed

[\[<< Go back to Roster\]](#)

#### Professional Development Technology Training Committee

#### Meeting Summary

**Date:** August 14, 2013  
**Time:** 3:00 PM  
**Location:** Room 101

- Name**
- Bell, Nicole
  - Christie, Donna
  - James, Kathryn
  - Niles, Lara
  - Ray, Casey

**Print** [?] [X]

**Printer**

Name: Xerox Phaser 4500DT PS [v] [Properties...]

Status: Ready

Type: Xerox Phaser 4500DT PS

Where: IP\_172.16.1.4

Comment:  Print to file

**Print range**

All

Pages from: 1 to: 1

Selection

**Copies**

Number of copies: 1 [up] [down]

Collate

**Print Frames**

As laid out on the screen

The selected frame

Each frame separately

[OK] [Cancel]

Example of report Print Version

Click "OK" to print report to your default printer

## Administer Another Committee

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Edit/Add Meeting Attendance
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<b>Administer Another Committee</b>
Administrative Logout

#1

If you are authorized to administer more than one committee, when logged in you can easily switch to administering another committee.

**Step #1** Click “Administer Another Committee” on menu

**Step #2** Select committee from list by clicking committee name

### Select Committee

Select the committee you would like to update.

Professional Development Technology Training C  
Schedule Development Committee

**Select committee**

**#2**

*If this list does not contain the committee you are looking for, contact the [IT Application Administrator](#) for assistance.*

## Administrative Logout

Committee Listings
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Edit/Add Membership
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Once you have completed your committee updates, be sure to log out.

Click “Administrative Logout” on the menu.