

IIT PROJECT MONTHLY

{ october 2018 edition }

HIGHLIGHTS

1 Windows 10 Installation
84% Complete Collegewide

2 TAACCCT 4 Huddle Rooms
\$37,000+ Technology
Purchases Made Collegewide

3 Banner 9 SIS Training
Over 24 CW Training Sessions
Over 200 Attendees So Far

4 Project Web Pages
Visit project pages for updates,
FAQs and tutorial links
go.dtcc.edu/Windows10
go.dtcc.edu/NewEmail
go.dtcc.edu/Banner9

5 Cyber Security Awareness
October is Cyber Security
Awareness Month



There are more
than 25 million
meetings per
day in the U.S.

GOAL DATES

- Oct 3: Banner Train-a-Trainer Workshops via Zoom
- Oct 8-22 : Banner 9 CW Training Sessions
- Oct 15: Go-Live NEW Student Information System (SIS)



“ One of the true tests of leadership is the ability to recognize a problem before it becomes an emergency. ”

~ Arnold Glasow

BANNER 9 SIS

October 15th is the Go-Live date for the NEW Student Information System (SIS). We encourage the CMS team to sign-up for the training sessions. Drop-ins are welcome, too. Please visit <https://iit.dtcc.edu/banner9/> for updated information

BANNER 9 SIS TRAINING

Train-a-Trainer workshops were conducted on October 3rd and it was well attended. All assistant deans of instruction and fourteen trainers were trained collegewide. There are additional collegewide training sessions scheduled October 8-22. The schedule is posted on: <https://iit.dtcc.edu/banner9/>. There are posted video tutorials on student registration and we are encouraging everyone to check them out.

HR CONTRACT MANAGEMENT

The HR division is reviewing external software offerings to find an application that provides consistent aligned contract management collegewide as well as potentially replace the current HR Database. Some of the contracts that would be produced by the software are adjunct faculty contracts and onboarding documentation. Demos are scheduled for web based software vetted by the applications team.

IN THE PIPELINE

New portal : Mobile app upgrade : HR contract management

For More Productive Meetings, Try:

- Create and Follow an Agenda
- Keep Meetings to 30 minutes
- Set a Timer To Stay on Track
- Place Attendees' Phones in Middle of Table
- No Laptops Even For Notes, Only Paper/Pen
- Take the Chairs Away and Stand Up