

SECTION VII

DATA PROCESSING

OCTOBER, 1992

END-OF-YEAR-REPORT

1991-92

VII. Data Processing

Jon Johnson, Director

1. Achievement Statements/Report for 1991-92 Objectives

Objective I. - Upgrade Prime System Storage Capacity

Purchased and installed three new disk storage units for the administrative computer system.

Objective II. - Upgrade Prime Operating System and Data Base Management System

Installed and implemented Release 8 of the Prime Information Data Base Management System.

Installed and implemented Release 23 of the PRIMOS Operating System.

Objective III. - Upgrade COLLEAGUE Administrative Software System

Installed and implemented Releases 10.4 and 10.5 of the COLLEAGUE administrative software system.

Installation of Datatel's Case Tool, ENVISION, has been deferred until Fall 1992.

Objective IV. - Implement Touch-tone Registration System

Installed, tested and implemented Datatels Touchtone Telephone Registration System.

Objective V. - In-house Enhancements to Administrative Computer System

Designed, programmed and implemented a new "Work Order Entry/Maintenance" subsystem for the Buildings & Grounds Department.

Designed, programmed and implemented a "Prescription Letter" module for the Registration/Records Office.

Designed, programmed and implemented a "Classroom Availability/Usage" module for the Academic Affairs Office.

Objective VI. - Establish Centralization of Microcomputer Maintenance/Repair

Converted a part-time position to a full-time position to support the in-house installation and repair of microcomputer equipment. Repair/replacement of microcomputer equipment is now being done in-house.

Programmed and implemented a database module to track microcomputer equipment, repairs and maintenance.

Objective VII.- Support Microcomputer Evaluation and Acquisitions

Supported the English Department in the selection and installation of the microcomputer equipment for the new English Micro Lab.

Supported the selection and installation of the microcomputer equipment for the 2nd round of acquisitions to support the faculty.

Installed numerous microcomputers and peripheral equipment for many different offices.

Objective VIII.-Microcomputer Training

Conducted training sessions for microcomputer software packages during Staff Development. Trained numerous people on an as needed basis.

Objective IX.- Assist Departmental Offices Microcomputer Software Activities

Created a student login/reporting system to support the Nursing and Business Ed Departments to track microcomputer lab student usage.

END-OF-YEAR-REPORT

1991-92

VII. Data Processing  
2. General Activity Report

Jon Johnson, Director

The following is a summary of the major activities of the Data Processing Department for FY 1992.

- 1) Purchased and installed three new disk storage units for the Administrative computer system.
- 2) Installed and implemented Release 8 of the Prime INFORMATION Data Base Management System.
- 3) Installed and implemented Release 23 of the PRIMOS operating System.
- 4) Installed and implemented Releases 10.4, 10.5 and 10.6 of the COLLEAGUE administrative software system.
- 5) Installed, tested and implemented Datatel's Touchtone Telephone Registration System.
- 6) Designed, programmed and implemented a new "Work Order Entry/Maintenance" subsystem for the submission and tracking of all work order activity submitted to the Buildings & Grounds Department.
- 7) Designed, programmed and implemented a "Prescription Letter" module for the Registration/Records Office. This is available for all faculty.
- 8) Designed, programmed and implemented a "Classroom Availability/Usage" module for the Academic Affairs Office.
- 9) Converted a part-time position to a full-time position to support the in-house installation and repair of microcomputer equipment. Repair/replacement of microcomputer equipment is now being done in-house.
- 10) Programmed and implemented a database program to track microcomputer equipment, repairs and maintenance.
- 11) Supported the English Department in the selection and installation of the microcomputer equipment for the new English Micro Lab.
- 12) Supported the selection and installation of the microcomputer equipment for the 2nd round of acquisitions to support the faculty.

- 13) Installed numerous microcomputers and peripheral equipment for many different offices.
- 14) Conducted training sessions for microcomputer software packages during Staff Development. Trained several persons on an as needed basis.
- 15) Created a student login/reporting system supporting the Nursing and Business Ed Departments in tracking student usage on laboratory microcomputers.
- 16) Designed, programmed and implemented (Beta) an Electronic Mail (E-MAIL) system to enhance paperless communication among/within departments.
- 17) Participated in TQM sessions where the streamlining of various reports was discussed.
- 18) Established guidelines and specifications for purchase of IBM compatible microcomputer systems.
- 19) Established new standard database (Alpha 4) and spreadsheet (Quattro pro) programs for use by administrative offices.
- 20) Installed networking systems in Nursing and Business Offices.
- 21) Designed, programmed and implemented an 'Athlete Progress Report' for the Athletic Department.
- 22) Designed, programmed and implemented modules for Payroll Office to handle past and future retro-pay situations and to assist with payroll budget planning.
- 23) Designed, programmed and implemented modules to assist Financial Aid Office to validate student major requirements and to improve control of guaranteed loan checks.
- 24) Made programming enhancements to incorporate ICCB's scheme for contingency and transfer accounts.