



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT ADMINISTRATION CENTER**

**ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE**

**MARCH 5, 2009**

**8:30 – 10:00 AM > MPR**

**MEETING NOTES**

Attendance: John al-Amin, Jaime Casillas, Richard Dawe, Ray DiGuilio, Dave Fuhrmann, Sue Johnson, David Keebler , Bill Pearce  
Visitors: Brian Hu, Susan Bricker, Victoria Lugo

1. Review of Minutes of 02/05/09

2. Data Mart – Richard Dawe

Richard presented information on the Data Mart project. It is a way to maintain central and consistent common data that would be available for various institutional reporting needs and studies. A Data Mart is less expensive to implement than Data Warehouse. The data will need to be cleaned; it was agreed that it will need to be cleaned at the source, within Banner.

Brian Hu discussed the time line. Brian is working with IR groups from the colleges for input on data analysis needs. Richard Dawe has attended one meeting with the campuses. A 'needs assessment' form will be given to each location for IR to identify common needs. We will use existing hardware and licenses until such time as it is determined that we need a dedicated server.

3. Course Description in online Schedule of Classes – Ray DiGuilio

Ray presented this request on behalf of Brenda Shubert. They would like the course description added to the screen when the students are registering for classes on line. Having the synopsis for the class from the catalog available could solve issues of students signing up for the wrong class. Bill shared that it is technically possible and that it is on the student project list of the Banner Student Project Group (BSPG). Sue said the request should come from the BSPG to ATAC.

4. BOGW – Bill Pearce

This is sponsored by the Banner Student Project Group. A project analysis is needed. Sue requested a written report for ATAC. Dave and Bill will write up the specifics, take it to the next BSPG meeting, and then to IT for cost/labor assessment.

Ray requested the list of the Student Banner group for the three VP's. Sue requested that Dave put together some information on the BSPG for her review and distribution to ATAC.

5. Distance Learning Task Force – Dave Fuhrmann  
The group is beginning to meet again. The main focus will be to review the next generation product. The team consists of many faculty members who teach on-line courses. Alternatives to Blackboard seem to be less expensive options. The contract with Blackboard expires in April 2010. Blackboard will not extend the contract for the 2 month period to coincide with the academic year. Implementing a change and retraining faculty mid-year would be a large task. If we do stay with Blackboard and upgrade to version 9, it would require training also as the new version was rewritten from the ground up. After hours support needs to be addressed at this same time. Dave will present a cost analysis at the next meeting.

6. Desktop Administration Rights – Draft Policy – Dave Fuhrmann  
Dave presented the draft of Administrative Rights Policy and cited the recent virus outbreak as an example of why it is better to not allow administrative rights. The damage was minimal at the District office and OC because administrative rights are not allowed. At MC the problem was more extensive due to the ability of users to install programs due to having administrative rights. As of today, no one has administrative rights outside of the IT staff and 30 users at VC who needed it to access their files.

Under Requests for Exception on the draft policy, the Manager for faculty would be the Dean. An addition of College IT and District IT was suggested. Sue wanted to add that if a failure to comply with the policy resulted in damage, the responsible user would lose their administrative rights.

7. Technology Refresh

- **Computer Orders**

Dave is working toward combining orders from the campuses and District office in order to reduce costs.

- **Bid for Audio-Visual Equipment**

Dave is meeting with Purchasing to review draft specs.

8. Project Updates

- CCC Tran

The issue of transcript charges was raised. Sue reported that DOC has no problem with fees not being charged for any transcript that is requested electronically either from an institution or a student.

- SARS Interface to Banner

June 30 is the projected implementation date. There are still questions about the servers; the software has been decided.

- MyVCCCD Portal – Core Group Meeting

The Core Group had its first meeting February 20. Several suggestions were made to enhance the portal. A suggestion email box for each site will be created and the suggestions will be filtered by a selected group before

being presented to the Core Group. The WebStar countdown has finished and all faculty and staff should now be using the portal to access WebStar. So far only one faculty had a problem logging into the portal that couldn't be resolved; this was due to his/her use of an older computer. We are close to a final prototype of the student portal.

- MyVCCCD Portal – System Stability  
SunGard has so far identified a few items, but these would not explain all of the issues that have been occurring. We have changed the number of servers we use to less and that has helped. SB and North Orange, who use one server instead of multiple, do not have these issues.
- Room Scheduling – Vendor Demos  
At the next meeting we will have a report after meeting with the vendors.

#### 9. Other Business

#### 10. Next Meeting

The next meeting is April 2, 2009 in the MPR at the District office.