

**DISTRICT ACCREDITATION COORDINATION WORKGROUP (DACW)
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT (VCCCD)**

Meeting Notes

Friday, September 18, 10:30 a.m.-11:30 a.m.

Ventura College, Math & Science Building, Conf. Rms. 332/333

Members

Interim Chair: Clare Geisen

Co-Chair: Lisa Putnam

Moorpark College: Jeff Baker, Ed Knudson, Lisa Miller, Lisa Putnam, Corey Wendt

Oxnard College: Robert Cabral, Erika Endrijonas, Carolyn Inouye

Ventura College: Michael Callahan, David Keebler, Ramiro Sanchez, Peter Sezzi

District Administrative Center: Michael Arnoldus, Clare Geisen, Brian Hu, Jay Wysard, Laurie Nusser

Guests: Victory Kitamura, Dean Adams, Linda Resendiz

(Unable to Attend 9.18.09: Jeff Baker, Peter Sezzi, Corey Wendt, Robert Cabral, Jay Wysard, Michael Arnoldus)

| Agenda Item | Discussion Summary | Action (If Required) | Completion Timeline | Assigned to: |
|---|---|-----------------------------|----------------------------|----------------------|
| Opening of Meeting | Clare Geisen welcomed everyone and thanked Ventura College for hosting the meeting. Today's meeting will consist of SharePoint demonstration by Victory Kitamura and Dean Adams, which will be set up District-wide. Lisa Putnam will demonstrate Moorpark College's use of SharePoint to date. | | | |
| Functional Mapping Status | Work in progress and being reviewed by Chancellor's Cabinet. | | Expected November 2009 | Chancellor's Cabinet |
| Responses to District-wide Recommendations – Status | Work in progress by District. | | Expected December 2009 | District Office |
| College Accreditation Progress Reports | <u>Moorpark College</u> – first draft will be reviewed by 10.22.09, with second draft reviewed by Thanksgiving. | | | Moorpark College |

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| | <p><u>Oxnard College</u> – currently in progress on first draft -- due 9.20.09. All four standards will be reviewed with next draft due 12.4.09.</p> <p><u>Ventura College</u> – first draft currently under review, will need timeline from District as to how many readings will be required by the Board.</p> | | | <p>Oxnard College</p> <p>Ventura College</p> |
| <p>Evidence/Data – SharePoint Demonstration by Victory Kitamura and Lisa Putnam</p> | <p>Victory provided a history of SharePoint and explained how the software can be used for storing data, documents, file sharing, etc. It is an online, web-based program with Outlook integration. User access to SharePoint is to be determined once needs are identified. Some features include libraries for shared documents, slides, pictures, communications, document tracking, custom Lists, web pages, calendar, and contacts, RSS Feeds, etc. Uploading of documents is easily accomplished. There is a document tracking system requiring documents to be checked in and out while allowing others to view the document while in edit mode. This process was demonstrated for the group. Documents can be saved as “read only” for document protection.</p> <p>Q&A:</p> <p>Q: What happens if I change a document by accident and save it with the wrong changes?</p> <p>A: The version history can recover a document back to the original version of when you checked out the document.</p> <p>Q: What is workflow?</p> <p>A: Feedback and approval are the two types of workflow processes. A document can be sent for approval and for feedback. The approval/feedback person will receive it via an email.</p> <p>Q: Was it difficult to set up at Moorpark College?</p> <p>A: Program planning process can be a struggle because</p> | <p>Set up SharePoint at Ventura College, Oxnard College, and DAC</p> | | <p>Victory Kitamura</p> |

it's new technology, but it has not been a hard process at Moorpark College. The current document should be saved within SharePoint and not on your own desktop. Getting team members used to workflow is often the biggest challenge.

Q: Can we mirror Moorpark College's site and create a shell of the website for the other colleges?

A: Yes, Victory will be able to set this up for each college. Victory will be the point person for getting everyone set up at all college sites.

Q: What access will the colleges have for District documents?

A: Links can be added to District documents for college access. Moorpark College is using the Luminis portal for review of final documents and has not yet approached that issue. Archiving is handled on the portal. A new folder should be created with read only finalized documents.

Q: When will the portal link be updated for the accreditation section?

A: This has been used as a tool and not as an active area – will strategize when all colleges have information updated on the portal. This should be a final output of accreditation documents and discussion regarding how to edit the documents. Final versions should be saved as PDFs.

Further questions or concerns – contact Victory or Clare.

Lisa Putnam demonstrated the Moorpark College SharePoint version and how they are using it to share documents and information. Items discussed included:

- File saving issues -- not remembering where the files are located. This issue requires setting a precedent of

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| | <p>file saving protocol. Members need to determine how they want to structure the file tree and file naming.</p> <ul style="list-style-type: none"> • TIP: Use the cookie crumbs at the top of the page and bookmark most used and active links. • TIP: Since the link saving process defaults to saving as a document, be sure to remember to change the file extension when saving. • Moorpark College has been using SharePoint since early spring 2009. • If there is no access to editing, the user will not have the upload button available for selection. • The document tree shows last modified date/user. • Separate file is kept for working drafts. • Track changes/adding comments are a Word feature but should be turned on when sending the document out for feedback/approvals. • Alerts are sent via email for new items added in SharePoint. • There is a search feature in SharePoint that works like a site map. Links can be created in other folders so files under edit/review are current files and not old versions of the document. • When checking a final document back in, use the finalizing feature on SharePoint. • Each campus determines deadline dates for documents waiting for completion. • Be sure to PDF files that are completed and finalized so no further changes can be made. Also, save your original, finalized version in Word under a different file from the final PDF version. | | | |
| Next Meeting | October 16, 2009, 10:30 a.m., District Administrative Center, Multipurpose Room | | | Clare Geisen |