VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE
FEBRUARY 6, 2015
12:15 PM

MEETING NOTES

Attendees: Dave Fuhrmann, Gwendolyn Huddleston, Joanna Miller, Ken Sherwood, Lisa Putnam, Lori Bennett, Lucy Hg, Marc Boman, Marc Prado, Mary Rees, Matthew Moore, Victory Kitamura
Guest: Mike Rose

1. Review Meeting Notes of 12-05-2014
   The notes were approved.

2. Online Education Initiative
   - Project update
     The three finalists for the state Common Course Management System are Moodle, Blackboard, and Canvas. It is anticipated that the selected vendor will be announced next week. Discussion on how to move forward can begin at the next meeting. SmarThinking, the online tutoring program for students that VC is currently using, was discussed. OC and MC plan to provide the same service to their students upon approval by the Board next week. The proposed contract ends in June 2017. There was consensus that the timing would not be problematic in terms of a state-wide tutoring system becoming available.
   - Available standards and documents for campus review
     This item was requested by Ashley. Joanna shared that the OEI course design rubric has been posted on the state's website. Discussions will take place soon and the resulting information shared.

3. Updates
   - Strategic Technology Plan
     Dave will have a draft to share with the committee within the next two weeks. He encouraged sharing the plan with the relevant parties on the three campuses in order to obtain the most feedback. He will be making a presentation to the Board next week that will recap the prior three years and preview the plan for the next three years.
   - All Users Email Access
     The Chancellor's Cabinet decided to allow access to the Registrars. If there is a common need across the campuses for additional staff to have access, inform Dave of the details and he will present the request to Chancellor's Cabinet for consideration.

4. Desire2Learn
   - Email changes – feedback from campus committees
     The feedback from the colleges was discussed. The majority of the feedback favored retaining the current email structure.
   - Lync Integration
     It is anticipated that D2L will be addressing this next week and more information will be available at the next meeting.
   - ePortfolio - review from OC
     Lucy shared the outcome of the collaboration between the two classes using ePortfolio. It was not as seamless as originally expected and required other methods of communication to be utilized. It worked well as a file-sharing tool, but not as a tool to work collectively on the students' ultimate portfolios. Marc will consult with the D2L representative for additional training tools/videos and to determine if the problem is one of a learning curve or one of the program's limitations. Lucy expects to continue using ePortfolio for class collaborations.
   - Integrating Google Docs
     The group discussed the possible use of Google Docs for students to share information and collaborate. Each student has a Gmail account through their student email account. Mike was invited to join the meeting to answer questions. He shared that Google Docs is currently disabled. He will investigate the options for enabling and offering students an easy method of use. Currently, faculty do not automatically have access unless they establish a personal Gmail account; employee email does not utilize Gmail. He will explore the potential of adding faculty. The current mechanism for creating students in the portal is changing with the new upgrade. The upgrade is scheduled for the weekend of July 4. At the next meeting, Mike will report his findings as to what can be accomplished in the short term and what the new platform will support in the long term.
   - Roles (Added Item)
     As requested at the December meeting, Marc sent out the existing list of D2L roles with the current permissions for both the Observer and Evaluator roles. He determined that there is the ability to mask student names and confidential information while allowing access to the grade book and other kinds of feedback. As discussed at the last meeting, accreditors are bound by the rules of confidentiality.

5. Searchable Documents Online – College Catalogs
   This item was deferred to the next meeting.

6. Other Business
   - This meeting was recorded at the request of Ashley. There was no opposition to recording the meetings and this will become a standard practice.
   - Dave shared information regarding the email retention AP that is being developed and was discussed at ATAC. A mechanism will be developed to assist with saving business and instructional emails that are required to be kept past the AP's time limit, which has not yet been established. The AP will be vetted through the normal committee process. The group was interested in the

time frame that other community colleges have built into their policies. Dave will have more information at the next meeting.

- Mary inquired about a calendar that could be used across the district. Dave believes that this has been discussed in the Classified Professional Development Committee. He will address the question with Michael Shanahan later today and determine if someone from this group can be part of a wider conversation.

7. Next Meeting
   The next meeting is tentatively scheduled for Friday, March 13 at 12:15pm. There was a conflict on March 6 with flex day events.