VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE
FEBRUARY 5, 2016
12:15 PM

MEETING NOTES

Attendees: Alexander Kolesnik, Ashley Chelonis, Dave Fuhrmann, Gwendolyn Huddleston, Joanna Miller, Kevin Hughes, Kim Hoffmans, Marc Boman, Matthew Moore, Nathan Bowen, Sharon Oxford, Tracie Bosket, Victory Kitamura

1. Review Meeting Notes of 12/04/15
   The notes were approved.

2. VCCCD Distance Education Summit on February 19th
   Thirty-five faculty members across the three colleges have signed up for the summit to-date. The target number for faculty attendance is sixty. Greg Gillespie will host. The Chancellor is expected to attend. The summit will be a great opportunity for collaboration and discussion between the colleges regarding the direction of distance education. Dave shared the tentative agenda. An email will be generated to all faculty with the information early next week. It was suggested that this would be a good opportunity for the ITAC members to have a 'meet and greet'. Dave will make the suggestion to the summit coordinators.

3. Online Education Initiative / Canvas
   - OEI – VC pilot update
     Matt gave an update on the OEI pilot program. This is the third rotation of using Canvas in a non-OEI capacity. Matt reported that instructors seem to be adept at using Canvas and students have access to a comprehensive orientation module specific to VC to assist with learning how to use Canvas. The OEI (Online Education Initiative) state pilot project encompasses a state-wide course exchange with very specific rules handed down by the state. Gwen added that this fall will be the first roll-out of the pilot students for the OEI pilot. The goal is to offer three OEI classes, reserving five seats for the exchange, ie students who attend other colleges within the state. Details are being worked out by the state on how to effectively handle the logistics of mixing students between colleges/districts. IT staff are working to make modifications in affected areas to accommodate the exchange. Gwen noted the importance of including Financial Aid and Admissions and Records staff in the discussion. Counseling has been involved already; three counselors have agreed to attend training for online counseling. Dave mentioned that a suggestion from the last ATAC meeting is to create an adhoc working group that would handle the automation and the potential effect on the three colleges.

Some other products could be available for the OEI exchange courses at either no cost or at a reduced fee. Matt mentioned Proctorio, Net Tutor, and the WorldWide Whiteboard. The costs for these products for courses outside of the OEI project will need to be determined. Canvas Implementation at VCCCD

- o Status of college approvals
  The MC Academic Senate have more questions before they vote on whether or not to recommend the change to Canvas. The OC Distance Education Committee voted to recommend Canvas; it will be presented to the Academic Senate and other channels, as necessary. Dave will follow up with Linda on the OC Academic Senate recommendation. Once there is approval from all three campuses, ITAC will review for a final recommendation to the Chancellor's Cabinet. The target time frame to present to the Board is April. That will require ITAC to vote at the March meeting or a special meeting could be convened if needed. Consultation Council would make the recommendation to add this item to the Board agenda. Dave will continue to keep ATAC updated on the progress as an informational item on their agenda. Dave will also begin working with the representative from Canvas to develop a contract to be ready when the final decision is made.
- o Possible migration calendar
  Assuming Board approval, faculty can begin using Canvas for summer session courses. Gwen mentioned that for various reasons, VC is requiring that instructors attend training before using Canvas for instruction. VC extended an invitation to the faculty at the other two colleges to attend their training and/or use their training model. Each campus will decide who might be an early adopter with Canvas. The group discussed importing course information from D2L into Canvas. All seems ready to move forward with that process. Dave noted that there is still much to do internally by IT. Many issues need to be addressed including codes that will be affected in Banner and single sign-on. The group discussed the continued use of D2L during the transition. Per Dave, the annual contract for the next year will be executed and will cover through June 30, 2017. If the contract needs to be continued past that, the decision can be made at a later time. The migration calendar is fluid at this point. Nathan questioned if he could build out a course before training as a test. The instructional techs encouraged him to do so and share the outcome. It would be importable into both the live and sandbox systems. Concern about being in a state of transition during accreditation was discussed with it being noted that most of the state's institutions will be in the same position.

4. Desire2Learn – Open issues
   - Students Adding Items to Course Calendar (Marc)
     This would be a global change for all students and courses, if implemented. It was agreed to table this item in D2L and explore further with the Canvas software.
   - Future Upgrades
     Dave has a phone call with the D2L representative next week and will be discussing future upgrades. Version 10.3 will become unsupported at some point in the near future, however, Dave is not inclined to implement a major upgrade at this time. Dave will keep this group updated.

5. Library Item from Peter Sezzi – Prior Meeting
   This was tabled until the next meeting since Peter was not in attendance.

6. Other Business
   There was no other business.

7. Next Meeting
   The next meeting is scheduled for March 4.