VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE
DECEMBER 2, 2016
12:15 PM

MEETING NOTES

Attendees: Andrea Horigan, Ashley Chelonis, Dave Fuhrmann, Erik Reese, Gwendolyn Huddleston, Joanna Miller, Kevin Hughes, Linda Kamaila, Matthew Moore, Michael Rose, Scott Wolf, Sharon Oxford, Tracie Bosket, Victory Kitamura

1. **Review Meeting Notes of 11/04/16**
    The notes were approved.

2. **ITAC Committee Membership and Charter**
    MC is changing to a Vice President of Instruction instead of an EVP; the revised version of the committee charter will be emailed to the group for discussion at the next meeting. Dave requested that the group review the charge and bring recommendations to the next meeting. It is MC's turn to co-chair the committee.

3. **Canvas**
    - **Deadline to Migrate to Canvas from D2L**
        o **Campus plans update**
        VC is targeting the end of spring semester and is ready to move forward with the move. OC has no official time frame but is looking at end of spring semester. MC has an official date of July 1 to move to Canvas, essentially the end of spring semester.
        o **Communications to Faculty on deadlines**
        Each campus will work on a communications plan to share the information with faculty. MC is calling it the 'Countdown to Canvas'.
        o **Web Enhanced Courses**
        The discussion on this item was deferred to the next meeting when Marc will be available. He has been in conversation with Canvas regarding the possibility of shell courses similar to those in D2L. The group discussed the terminology used for on-ground courses that post material online. Concern that students understand which classes require online access was discussed. It was decided that the concern be shared and discussed at the campus DE committees.
    - **Training Update**
    Dave explained that there are training credits for five full days of remote training that need to be used by June 30. The group discussed how best to utilize. Dave suggested scheduling a training day in February and then reassess the training needs. Dave shared that Canvas agreed that the online

training could be converted to on-ground training with additional travel costs. Dave will determine availability and options. He will attend the campus DE committees in January for additional input.

- **Professional Development ideas for faculty and support staff**
  Dave shared that he has discussed the idea of a District-wide plan for investing in distance learning with the Chancellor's Cabinet and DOC. The needs are immediate while the monies saved from changing from D2L to Canvas won't be realized until next fiscal year. Dave requested ideas and estimated costs that he can present to the Chancellor's Cabinet and DOC. The group discussed some possible options. This item will be discussed further in subsequent meetings.

- **Proctorio**
  Ashley shared that OC had a demo and the feedback was very favorable. Gwen reported that VC has found the program to be excellent. Since they are currently using it, there will be additional feedback from instructors. Ashley will send a link to the demo for their review. Dave suggested that a demo be scheduled once VC has used the program for a period of time.

4. **D2L**
   - **Open Issues**
     Dave turned down the meeting requested by John Baker. Once migration to Canvas has been completed, D2L tools can be considered along with tools from other vendors.

5. **Open Educational Resources**
   - **XanEdu Update**
     There was no update.
   - **OER Summit 2017 at College of the Canyons**
     The group agreed that the summit sounded interesting and would like the agenda shared once it is posted. Gwen shared that there is a link on the VC website that can be found by searching 'OER'. She also has an email with the information that she will send to the group. She explained that the feedback has been very good and that it is free to students.

6. **Vericite Versus Turnitin**
   Faculty have expressed concerns about moving from Turnitin. Based on the recent price increase, there are also concerns about cost and the incorrect use of FTE numbers by Turnitin. Dave explained that he believes that VCCCD is committed to staying with Turnitin, but there is a long term cost control concern. Gwen noted that Vericite has recently released a major upgrade. Dave assured the group that there would not be a full analysis until the next fiscal year and that there is no expectation of a change any time soon, if at all.

7. **Online Faculty Evaluations**
   Concerns have been expressed that the completion percentage for the online faculty evaluations is low. The group discussed that there are some tools in Canvas that might assist as well as some technical options that could be implemented. Gwen noted that the online faculty are not aware of when the

evaluations are distributed and if notified, could encourage their student to complete. The discussion will continue at the next meeting.

8. Other Business
There was no other business.

9. Next Meeting
The next scheduled meeting is January 6 which is during flex week. February 3 is the next scheduled date.