VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE
OCTOBER 7, 2010
8:30-10:00 AM ➤ DAC MPR

MEETING NOTES

Attendance: John al-Amin, Dave Fuhrmann, Sue Johnson, Dave Keebler, Ed Knudson, Bill Pearce, Ramiro Sanchez, Jay Wysard (for Patricia Parham)
Guests: Connie Baker, Rupinder Bhatia, Mike Cummiskey

1.   Review Minutes of 09/09/2010

2.   Banner Financial Aid
     - Status Report
       Mike reported that the system is basically set up and training is progressing well. Mike suggested that there should be a coordinator role established for the live implementation. A sample marketing brochure has been sent to Clare; she will review and create a brochure for VCCCD students. Part of the student orientation will now include how to use the portal for FA. Sue suggested the use of information stations to direct students on how to use FA within the portal, in the same manner as was done for the portal, itself.
     - Primary College updates – move responsibility from A&R to FA
       Mike shared that for FA purposes, one college needs to remain a student's primary college for an entire year. The Registrars have agreed that FA could define a student's primary college. It was discussed that the primary college controls calculations for health and other fees. Sue suggested that the EVPs need to explore possible repercussions in other areas and the decision for FA to handle all primary college changes needs to be reviewed. She will have a decision by the next ATAC meeting.

3.   EMS Scheduler Demo
     Rupinder and Connie presented a demo of the EMS program using the Ventura College website as an example. The structure for permissions and accounts was discussed. Rupinder will generate a list of staff with EMS accounts. Procedures need to be developed with consistency across the three campuses.

4.   Remote Access (VPN)
     Sue discussed the need to pull all VPN access. She referenced the recent theft of district equipment as an example that staff needs to be made aware of possible repercussions when handling sensitive data. VPN access will be turned off on October 15. IT has the list of those who currently have access; Dave will send that list to the VP's so that they can notify their staff.

5. Distance Learning
   - Impersonation feature for troubleshooting
     The Impersonation feature and possible alternatives was discussed. A program change request has been submitted to D2L that could resolve the impersonation feature. Dave will revisit this issue with the DLTF.
   - Version 9 training
     The version 9 upgrade is scheduled for winter break. Dave is working with D2L to have a trainer brought on-site, possibly in November, for the Instructional Technologists and other support staff. A time frame for training faculty has not been established yet. The faculty survey on D2L was split. A list is being compiled with attention to what may be unfamiliarity and training issues versus concrete problems.

6. Banner 8 Upgrade
   Bill reviewed the Banner 8 Task Status report. Several tasks have been closed. So far, there are no major stumbling blocks. The Registrars are testing again today, and Payroll is scheduled for an entire day of testing tomorrow. Most of the in-progress MIS testing has been completed. Everything is in good shape to go live at the end of October. The system will be brought down on October 29 and will be back up November 1. Super user testing is scheduled for November 1.

7. Strategic Technology Plan – Update
   Dave shared a spreadsheet that cross referenced the strategic goals with the strategic initiatives. Dave and Rick are working on the plan and it is progressing well. The plan will be the umbrella for the District, with each college developing their own customized plan. An Operational Plan will then be developed, in alignment with the Board's goals and objectives. A draft will be available for the accreditation team.

8. Other Business
   There was no other business.

9. Next Meeting
   The next meeting will be November 4.