



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT ADMINISTRATION CENTER**

**ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE**

**JUNE 2, 2011**

**8:30 AM > DAC BOARD ROOM**

**MEETING NOTES**

Attendees: John al-Amin, Erika Endrijonas, Dave Fuhrmann, Clare Geisen, Iris Ingram, Sue Johnson, Dave Keebler, Patricia Parham, Ramiro Sanchez

Guests: Mike Rose, Mary Anne McNeil, John Cooney

1. Review Minutes of 05/05/11  
The wording on item 2 was discussed. It was agreed to not make any changes.
2. Drop for Non-Payment Changes – Status  
Effective Tuesday, the 7 day drop cycle began. Daily reminders in the form of emails are being sent to the students who have not paid all of their enrollment fees. The Friendly Reminder letter is being sent via postal mail; the wording on the college and district websites has been modified to better inform students. Waitlisted students who are moved into a class will have one extra day (8 days) to pay before being dropped. There was a discussion regarding how students who are waiting on money from third party sources such as financial aid, military, VC Promise are handled in the drop process. The marketing flyer was reviewed and discussed. Clare will have a couple of alternatives designed based on the suggestions and present to the group for approval.
3. Library Management System – Recommendation  
Dave explained that the ad hoc task force came to the consensus to recommend consolidating the library resources. Dave reviewed the hand out containing the pricing details for Ex Libris. Sue noted that once the system is implemented, the ongoing maintenance costs will come out of the District-wide budget. Ex Libris has been developed for higher education institutions, the current system was developed more for public libraries. This will be on the Board agenda for the meeting on June 21<sup>st</sup>.
4. Online Accessibility – Department of Education letter  
Ramiro discussed the need for colleges that offer distance education classes to comply with section 508 of the Rehabilitation Act. Dave stated that Desire2Learn was one of the first distance education software to be approved as compliant.
5. Online Courses – Out-of-state student requirements  
Ramiro discussed the need to be compliant by July 2012. There needs to be approval from individual states.

## 6. Reports

- Higher One

Dave reported that weekly meetings are being conducted and everything is on schedule. Testing of the ATM sites will begin next week.

- Banner Financial Aid

John Cooney reported that the project is progressing well. Currently financial aid functions are being performed on campus and district-wide and are fully integrated with Banner. Documents are collected, files created, and awards processed. Students can monitor their status and progress on-line. John shared a Financial Aid status report for the 2011-2012 academic year as of June 1, 2011. Dave explained that the completion numbers for MC and VC are better than normal for this time frame comparatively; most uncompleted files are waiting for student input. John shared handouts with information from the FA Directors on academic progress standards and the process was discussed. Students who are on financial aid and are suspended do not tend to return. The standards need to be in place before FA packages are completed before June 7. Dave is calling a meeting for Monday to review. Any changes can easily be made. Dave will have an agenda of the key issues for the Monday meeting.

## 7. Other Business

Ramiro requested an overview of the Title V grant meeting. Dave stated that the meeting was productive even though the potential consultant was unable to attend. VC had suggestions for changes to the portal pertaining to the grant. MC will need to be included in the discussion.

## 8. Next Meeting

The next meeting will be July 7.