



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

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

NOVEMBER 3, 2011

8:30 AM ➤ DR. THOMAS G. LAKIN BOARD ROOM

MEETING NOTES

Attendees: Dave Fuhrmann, Clare Geisen, Iris Ingram, Sue Johnson, Lisa Miller, Patricia Parham, Bill Pearce, Ramiro Sanchez

Guests: Rick Shaw

1. Review Minutes of 10/06/2011
Wording on item 7 needs to be changed to "Victory will pull the statistics on the web pages".
2. Campus Technology - IT Change Request Process
Rick shared handouts of drafts for Instructional Software Request forms and Instructional Software Implementation Flow chart. The goal is to ensure that IT is meeting the needs of faculty in terms of instructional workstations. Adequate time to test and implement software requested by faculty is needed in order to prepare for each semester. Rick compared the need for a time deadline to that of the deadline for faculty book requests. This will hopefully assist with a smoother transition of lab set-ups for classes. IT will prepare and maintain the lab profile for each room as needed. Ramiro stated he was in agreement; this could help resolve problems that occur at the beginning of semesters. He suggested that Deans be added to the approvals on the request form. Sue stated that an AP needs to be written. Rick will move forward with obtaining more input. Dave hopes to have a process in place for next fall semester.
3. Banner Point Release Upgrade
Bill shared that all of the point releases were successfully installed and commended the staff for their great job of testing. The Luminis upgrade was delayed due to a technical issue that was discovered and was unable to be resolved in time. The next opportunity to install the Luminis upgrade is summer.
4. HR – MQs
Bill shared that this project is moving forward. It was necessary to develop a separate list of discipline codes as it was not feasible to use the TOPS codes. Bill set up a supplemental data engine for HR last week. Rupinder is working with HR and the Instructional Technologists to enter the codes. One issue that needs to be resolved is how to handle cross listed classes.

5. Higher One

- CASHNet ePayment and MPP
Feedback has been good so far. Sue shared that the staff has been very committed to the project and seem to like the system. Dave noted that this system is more secure; additional features will be slowly implemented over time.
- ATM – Santa Paula
Tim Harrison has requested approval from the landlord to install an ATM at the Santa Paula campus. Once approved, the install will go forward.

6. Banner Financial Aid

- Consortium agreement
The Presidents have signed the agreement and it is available to view online. When fees change, it will need to be updated.
- Steering Committee Meeting in next week
Next week, the Steering Committee will address several issues involving financial aid including repeat coursework, change in major, state approved majors, and attending a campus other than the campus from which the FA was awarded.

7. Communication Options - Student Survey Update

The results of the student survey show that most students prefer to be contacted by email. Dave shared that there may be an alternative to Blackboard Connect; he is researching.

8. Electronic Transcripts – Update

Information and demos from three vendors are being gathered and reviewed. When completed, the results will be presented to the committee.

9. Drops and Waitlists

Dave shared the text that pertains to drops and waitlist procedures and requested feedback on the wording. He also requested that it be passed on to the staff who deals with students.

On Monday, the time for Banner processes changed from 10:45 PM to 10:00 PM. A warning in the portal displays at 9:00 PM with the information that the system will be down at 10:00 PM.

At login, there is a popup that requests students to confirm their email address; they can use either the college email or forward to a personal email address. The text emphasizes that this email is used for important college communications.

Bill shared that the waitlist process will remain the same.

10. Other Business

- Dave shared that HR is currently testing the sending of encrypted email messages. The user will be able to encrypt a message that contains sensitive information by clicking on a button within Outlook before the message is sent. The next level will be for the system to identify sensitive information within an email and automatically encrypt it.

- Clare requested a status for the public website refresh. Dave is finalizing the SOW. Quotes are needed from two other vendors. Part of the funding will fall under the Title V Cooperative grant. This will be on the agenda for the next meeting.
- Dave shared that the Distance Education Task Force group will be reconvening soon. The Desire2Learn contract is coming up for renewal. It needs to be discussed and decided whether to continue with the 4th year option. Dave will send an updated list of the DLTF members to the group.
- Dave Keebler requested an update on the project list.
- Dave shared that the new phone system is operational in a test environment. A few phones will soon be installed for testing.
- Dave shared that the October target date for Office 2010 was missed. It has been deployed in some classrooms and will be deployed later for non-classroom computers. Training will need to be scheduled.

11. Next Meeting

The next meeting is scheduled for December 1.