MEETING NOTES

Attendees: Mike Bush, Dave Fuhrmann, Erika Endrijonas, Jane Harmon, Iris Ingram, Dave Keebler, Annette Loria, Sue Johnson, Ramiro Sanchez
Guests: Rupinder Bhatia, Mike Rose

1. Review Minutes of 11/29/2012
   Ramiro requested clarification on Item 2. The copy of the data on the site is older data from the state and will be updated to the latest data soon.

2. Class Climate integration with Desire2Learn
   Rupinder presented a demo to show how Class Climate will integrate for use with the course survey within D2L for online classes. Currently, students enrolled in online classes receive the course survey via email. This will be an additional option for students to complete the survey. A link to the survey will display when they login to the D2L course page. The surveys remain anonymous, however, it can be determined who has not completed the survey, and an alert sent directly to the student. It was agreed to implement this option and to alert the instructional technologists.

3. Document Imaging Update
   This project should go to the Board in April. Implementation could then begin in May. The group discussed the implementation process. The initial focus will be on the Financial Aid and Admissions and Records departments.

4. Mobile Apps Demos
   Dave reviewed the handout that consolidated the feedback from the staff who attended the demos by D2L and AT&T. Both demos were recorded; Dave will provide a link to the recordings for anyone who missed the demo and would like to review them. The group discussed. The project could potentially go to Board in April. Implementation of the basic release could be ready within a few weeks after approval.

5. Health Center Software – PyraMED
   Multiple systems were reviewed and PyraMED was chosen. It will go to the February Board next week and all three colleges will use the system. The cost of the software is under the allotted budget.
6. Remote access to Banner for Managers
   Jane inquired about allowing managers remote access to Banner. Currently, only
   IT has access for support purposes. The new VPN is considered more secure than
   the previous one. The group discussed and the issue will be discussed further with
   the college presidents and referred to the Chancellor’s Cabinet.

7. ITAC issue – policy/AP for distance learning student authentication
   The possible future need for a policy or procedure regarding authentication was
   brought to the attention of ITAC by Bola. Currently, the Department of Education
   acknowledges single sign-on as valid authentication. This may change when new
   technology is available. A few institutions in CA have a written policy. Dave will
   forward the policy samples to the EVPs. Individual state laws regarding out of
   state students was also discussed at ITAC as a potential future issue to be
   addressed.

8. Access to SARS between campuses
   The group discussed SARS administration and usage on the three campuses.
   Dave will work on the licensing information and setting up demos.

9. Updates
   • Portal Upgrade
     Dave explained that due to some issues and bugs with version 5, the initial
     plan has been changed and version 4.3 will be installed first. Version 5 will
     be installed after those issues have been resolved, hopefully in June or
     July. Mike talked about the major changes to Course Studio that will occur
     in version 5. District-wide there are approximately 400 courses using
     Course Studio per semester. The possibility of using D2L exclusively was
     discussed at the ITAC meeting. A limited shell could be developed for use
     with any course so that minimal training would be needed. The group
     discussed. Using one product for all forms of on-line instruction could be
     beneficial for students and instructors as there would be consistency.

   • Websites
     Dave displayed the compilation of responses to the website survey. He will
     email the survey results to the group and encouraged that it be shared with
     campus personnel. The feedback touched on some of the issues that had
     already been pointed out by the consultant and was generally positive.
     Some of the comments were not applicable to this project as they
     referenced the portal and D2L, but still gave good insight as to areas that
     need focus. The timing of the nightly maintenance was noted by a
     significant number of respondents with the request to change it to a less
     active time frame. It may be possible to move the nightly processing to 3:00
     AM if there are some adjustments made to the related accounting
     processes. The earlier time was established due to the payment
     processing, which occurs on Eastern Time, not Pacific Time. IT staff will
     begin looking into the technical requirements for changing the processing
time.
- **Electronic Transcripts Self-Service**
  This is an item on the agenda for the next DOC meeting. Dave will be working with Mary Anne and will have more information at the next meeting.

- **DegreeWorks**
  Approximately 275 education plans have been entered into the system by counselors. When self-service plans become available, students will be able to create their own plans that will require counselor approval for finalization. The self-service feature was discussed and it was agreed to implement it, as well as the electronic approval app when it is ready. Mike will work on the details of implementation and email a synopsis to the EVPs that outlines the details of what is involved. It was suggested to have a representative at the DegreeWorks meetings and it was decided that Erika would attend.

10. **Other Business**
   There was no other business.

11. **Next Meeting – conflict with DOC meeting on April 4**
    An alternate day in April will be determined.