



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE

OCTOBER 2, 2014

12:00 PM

MEETING NOTES

Attendees: Ashley Chelonis, Carole Bogue, Dave Fuhrmann, Gwendolyn Huddleston, Linda Kamaila, Lucy Hg, Marc Prado, Martin Chetlen, Matthew Moore, Nathan Bowen, Peter Sezzi, Rebecca Chandler

Guests: Lisa Putnam, Ken Sherwood

1. Review Meeting Notes of 04-25-2014
The notes were approved.
2. Committee Charge
The committee charge as stated in the Decision-Making handbook was reviewed. It was decided to make a recommendation to add the Dean from each campus who oversees distance education to the list of members.
3. Nominations and Election of Faculty Co-Chair
The faculty co-chair will be elected from either OC or VC for this year. Brett Black and Andrea Horigan were nominated. With both nominees absent, the vote was deferred until the next meeting.
4. Desire2Learn
 - a. Email Changes
With the change-over to using D2L instead of Course Studio, there was a change in how the email tool functions. This caused some problems for faculty, in part due to faculty not being aware of the email change early enough and also because this resulted in major changes in how email is stored and used. The decision on the use of the email tool was made during the CS migration to D2L which occurred over the summer break. For future situations, the group discussed how best to handle decisions that need to be made during the months when ITAC does not meet. Before the summer break, all effort will be made to anticipate major changes that affect faculty and address those changes. If an unforeseen issue occurs during the summer break, if possible, it will be deferred to the fall; if it cannot be deferred, a special meeting will be scheduled. If no faculty members are available to meet, and the decision affects faculty, it will be deferred.

- b. Downtime Events (weekend in July and first day of class in August)
There was an outage the weekend of July 21 during summer session finals. There was corruption in the database which took some time to repair; no data was lost. The message on the portal was incorrect during the down time. In the future, communications will be improved. The issues have been corrected and IT is working on further improvements. On the first day of fall semester, there was a power outage at the District office caused by the tripping of the main breaker that feeds the District's portion of the building. The root cause of the breaker tripping is not known. The emergency generator failed to operate due to a sensor malfunction. The power was out until around 8:00am. The main focus was to bring up Banner, which had some corruption, and the portal. Currently MC is used as a backup and it is being explored to use it as the main site since the environment at the DAC is not under the control of VCCCD. Dave encouraged anyone requesting more detailed information to let him know.
- c. ePortfolio Usage at Oxnard College
Lucy shared that OC is just beginning to use ePortfolio. When it has been in use longer, there will be more to report. Two classes in the Sciences and one in the Arts are using it. The initial licensing incurred the main expense; adding to the license is less expensive. Dave will explore scheduling a demo with a D2L representative.
- d. Contract Ends June 30, 2015 – Begin looking at options again?
There is the option to add one or two years to the current D2L contract. Dave requested that this conversation be deferred to item 5.
- e. D2L Lite Shell Issues
Ashley reported an issue with converting the lite shell to a full shell. Dave will address the issue with Marc prior to the spring semester.
Note: there is no new information regarding the integration between Lync and D2L.

5. State Online Education Initiative

The Desire2Learn contract will probably need to be extended for at least one year. Discussions will continue at later meetings. Participation in the state's Online Education Initiative is currently not mandatory. If it is decided that VCCCD will use the state's system after the pilot, the fall semester of 2016 would probably be the earliest time frame for moving to the chosen platform.

- RFP Status
The state is in the process of writing the RFP. Dave will send the link for the RFI from the state and the responses. Desire2Learn is interested in participating.
- Ventura College Participation in Pilot Program
There was a survey conducted that included students. The survey used a rating system for items that are necessary, and items that are desired, in a distance learning system. Faculty are being recruited for basic general education courses and five faculty and courses will be selected. The deadline for submittal to the state is October 15. Once submitted, three of

those five will be selected by the state to be offered for the summer session. Once approved, these courses will be offered at other colleges.

6. District Email Retention – Proposed Administrative Procedure
The AP has not been finalized. The most recent discussions have suggested a one year retention time line. HR is working on the legal aspects. There was discussion regarding the need for faculty to maintain certain student email correspondence and textbook editor emails for five to seven years. Emails specific to accreditation are also a concern. Dave will take those concerns to ATAC and report back.
7. Wireless Upgrades at the Colleges
The increased use of mobile devices is putting a strain on the current, aging wireless system and upgrades on the campuses are in progress. To implement fully will require two years or more. The recent loss of three IT positions has caused a slowing of the project. Dave will continue to give status updates as the project goes forward.
8. Strategic Technology Plan
Dave will have a basic outline ready for the next meeting and will ask for volunteers to assist with writing the plan. The plan will be presented at the January Board Planning Session.
9. Other Business
There was no other business.
10. Meeting Schedule
The next meeting is scheduled for October 31, 12:00pm. Due to Consultation Council, the start of the meeting may be delayed until 12:15pm.