VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE
DECEMBER 5, 2014
12:00 PM

MEETING NOTES

Attendees: Andrea Horigan, Ashley Chelonis, Bret Black, Dave Fuhrmann, Gwendolyn Huddleston, Joanna Miller, Linda Kamaila, Lucy Hg, Marc Boman, Marc Prado, Martin Chetlen, Mary Rees, Matthew Moore, Nathan Bowen, Peter Sezzi, Sharon Oxford, Victory Kitamura, Lisa Putnam, Ken Sherwood

1. Review Meeting Notes of 10-31-2014
   The notes were approved.

2. Committee Changes
   Dave received approval to add the Deans from each campus who oversees distance education. The change in membership will be made official at a later time when the decision making manual is revised.

3. Online Education Initiative – Update
   The RFP has closed. There are five vendors that will be scored in February. The top three will present in Sacramento and provide a sandbox for hands-on review. There will be student involvement in reviewing the three finalists.

4. Strategic Technology Plan – Update
   Dave will work on the plan over the holidays and should have a draft prior to the January meeting. He anticipates presenting the plan to the Board in April. He stressed the importance of more input from different groups across the district. He encouraged the group to share the draft with appropriate colleagues once it is ready. The academic senates at each college should review it and Dave will also meet with the campus technology groups.

5. Email Retention Changes – Update from ATAC
   The AP is still in the process of being developed. Dave shared information from the December 4th ATAC meeting. Some emails have information that may need to be saved for an extended period of time and processes to handle that are being investigated. Management across departments and locations are being consulted for input. Once the AP is approved, the implementation is expected to take at least six months or more. Dave will confirm steps for the AP approval process and report back at the next meeting. Additionally, Dave will keep this group updated on the progression of this item.

6. Calendars
   Peter inquired about the college calendars that are found on each website and which staff are in charge of maintaining the content. Marc will generate a list for each college and Dave will distribute to the group. Clare's office is involved in the content approval process. The VCCCD District-Wide Website Redesign committee will be reconvened after the first of the year and this can be added to their agenda for discussion. Marla will follow up with Clare on the meeting date. Peter suggested the creation of an internal district-wide calendar that contains all activities that employees can opt into. Victory will investigate the options and report back at the next meeting. The group discussed the logistics of maintaining the joint calendar. Discussion will continue at the next meeting.

7. All Users Email Access
   The group discussed the possibility of expanding the users who have the ability to send emails to all users. Dave shared that the administration has addressed this question a few times without any movement to change the current process.

8. Desire2Learn
   a. Roles
      Ashley asked if Marc could provide a current list of D2L roles. MC has been discussing the need to have access to comments in the gradebook for faculty evaluations. There are multiple areas that faculty use for student feedback and the gradebook comment area is one of them. The D2L evaluator role was discussed in terms of access to those areas. Ashley suggested modifying the current role to include the gradebook. Student privacy pertaining to grades was also discussed; Marc will investigate the feasibility of hiding either the student names or grades. This item will be discussed in the distance learning committees at each campus and will be on the ITAC February agenda for further discussion.
      The change to using email outside of D2L was discussed in relation to the accreditors being able to identify faculty feedback to students. The colleges are to solicit feedback from their respective distance learning committees. This will be discussed further at the next ITAC meeting.
   b. Lync integration
      Marc reported that there hasn't been progress towards resolving the issue with the conference pin code not being included in the Lync meeting invitation. The meeting can be attended online however, without the pin code, phoning in is not an option. The instructor can email the pin separately for those attendees who are not at a computer/smart phone. Dave will escalate with the D2L representative.

9. Other Business
   - Peter and Lucy asked to discuss solutions for the lower response rate of student evaluations for D2L online classes. Per the discussion, Marc will work on sample text to display with the link to the evaluation explaining that the evaluation is confidential. He will send to the group for review. He will check into the feasibility of the link indicating that the evaluation has not been completed or has been completed. There was also discussion about

communicating the information to the instructors. Also discussed was pulling statistics to determine if there are any D2Lclasses that have a higher rate of completion. Rupinder can pull the information and forward to the deans for their analysis.

- Ashley requested that changing the picture in D2L be on the agenda for the next meeting and that everyone bring their input. Obtaining pictures from ASB cards was mentioned.

- The timeliness of the D2L help desk was asked to be on the agenda for the next meeting. Lisa P. mentioned that it needs to be discussed at all three campuses.

- Lucy was requested to make a presentation of how ePortfolio is working at OC at the next meeting.

10. Next Meeting
   The next meeting is scheduled for January 16, 2015.