VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE
SEPTEMBER 4, 2015
12:15 PM

MEETING NOTES

Attendees: Alexander Kolesnik, Andrea Horigan, Art Sandford, Ashley Chelonis, Dave Fuhrmann, Joanna Miller, Ken Sherwood, Lori Bennett, Marc Boman, Matthew Moore, Sharon Oxford, Tracie Bosket, Victory Kitamura

1. Introduction of Committee Members
    After each member introduced themselves. Dave briefly reviewed the committee charge per the governance handbook. The current description will be emailed to the group after the meeting. There is a new description that has not been made official yet that will also be emailed.

2. Nominations and Election of Faculty Co-Chair
    The co-chair position rotates between the campuses and it is OC's turn this year. The faculty co-chair will be from OC this year. The selection of the co-chair was tabled until next meeting.

3. Review Meeting Notes of 05-01-2015
    The meeting notes were approved.

4. Portal Upgrade Status
    The portal upgrade was completed over the July 4th weekend. Multiple committees comprised of staff from all three campuses were involved in choosing the date and this was the weekend with the least amount of activity. The Portal Task Force, lead by Mike Rose, compiled a prioritized list of the items that would not be fully functional initially. The list is getting shorter and can be viewed on the DAC website under Information Technology, portal news and updates. This was a major upgrade, built on a different platform with a better foundation for the future.

5. Online Education Initiative
    *   Project Update
        Andrea gave an update on the pilot program at VC. The pilot began during the summer session with four courses in English and Sociology being offered. The instructors who participated were experienced with distance education courses. The students were informed that they were part of the state's pilot program. The enrollment process was successful. A technical issue was discovered where it was possible for a student to create two accounts. There are a few other concerns such as login and integration issues. Matt mentioned that there are meetings being scheduled that might be beneficial for the IT staff to attend. There are also meetings geared towards instructors. Dave shared a survey

from the state that requested the proposed time frame for each college implementing Canvas. This is not official; selecting a time frame does not obligate the colleges to the selected implementation date. The survey is for informational purposes to help the state with planning. The group discussed some of the logistics involved with moving over from D2L to Canvas. Dave requested that the distance ed committees on each campus discuss the issue and bring ideas to the next meeting. He also suggested that the Academic Senates should be consulted. Over the next several meetings, discussing the process and how each campus will move forward will be the main focus. Dave noted that the two year contract with D2L expired on June 30 of this year. There was the option for an additional year at the same cost, which was exercised. There is the option for one more additional year with the cost locked in. The state has mentioned that there may be costs incurred with Canvas such as extra training.

6. Desire2Learn
   - Lync Integration Update
     There is no update from D2L on the time frame for a resolution. Marc reiterated that the feature does work, it just takes additional steps.
   - Other D2L Issues Discussed
     - The link in the portal for individual courses directs the user to the D2L home page instead of to the course page. This is a known issue and should be resolved in October.
     - Problems with the rubric tool were mentioned where the rubric wasn't showing up for the student. Marc asked for additional information outside of this meeting.
     - There have been increased inquiries from faculty about email in relation to accreditation and auditor verification. The instructors need to show that there has been regular and effective contact with students and email is used for this communication. How best to share this information with the auditors needs to be determined. Dave explained that there are several possible technical solutions and that there is time to explore the best method.
     - The question of students using their district email account versus their personal account was discussed. Matt shared that in forcing the student to use the official district email, some security issues are resolved. The group discussed.
   - Google Docs Update
     Victory will set up accounts for anyone who is interested in participating. The instructional technologists will be involved.

7. District/College Master Calendar
   The group discussed the complexities of the different needs for a master calendar. Different VCCCD staff have discussed and collaborated together for possible solutions. Samples and references from other colleges will be explored and discussion will continue.

8. Other Business
   Dave has received approval for the funding needed to update the mobile app, incorporating new features such as registration. The maps were recently updated. The target release date for an upgrade is early November.

9. Next Meeting
   The next meeting is scheduled for October 2.