VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

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

MEETING NOTES

Attendees: Andres Orozco, Ashley Chelonis, Dave Fuhrmann, Jennifer Kalfsbeek, Joanna Miller, Ken Sherwood, Kevin Hughes, Lori Bennett, Marc Boman, Matthew Moore, Nathan Bowen, Tracie Bosket, Victory Kitamura, Peter Sezzi

1. Review Meeting Notes of 10/02/15
   The notes were approved.

2. Online Education Initiative – Canvas Implementation Discussion Continued
   The decision making process is moving forward. The Distance Ed committee at VC approved the recommendation to migrate to Canvas and it will go to the Academic Senate. The Distance Ed committee at MC also approved recommending the migration and it will go to the Academic Senate. At OC, the Distance Ed committee is setting up demos that will include the committee members and other faculty. It is anticipated that a recommendation will be ready to present to their Academic Senate after the January meeting. Dave has shared the information about Canvas with multiple committees including the Chancellor's Cabinet and ATAC. It is expected that the process will be completed and ready for a recommendation to be presented to the Board in April. Marc will create a sandbox for Canvas for faculty and other staff to explore. Pat James, the CCC Online Education Initiative Executive Director, has been asked to visit the colleges during flex week. The flex week schedules are mostly set and Gwenn has taken the lead to coordinate. It is still unclear if the cost for the 24/7 help desk support from Canvas will be included in what the state is providing. Dave will continue to work on those possible costs as well as the costs for onsite training and data import. Matt gave an update on the status of the VC Canvas pilot program. Spring will be the third semester of the pilot program. Single sign-on should be available in the near future. Net Tutor and White board will also be available. Additional third party apps are being explored. A training course is being developed that should be completed in March. Matt and Sharon agreed to share their training materials with the other campuses and are collaborating with the instructional technologists at OC and MC. If approved, it is anticipated that the transitioning from D2L to Canvas will begin in summer/fall of 2016 with possible completion by summer of 2017.

3. Desire2Learn – Open issues
   - Marc referred to an item on the task list regarding a request to allow students the ability to add items to their course calendar. This would be a global setting affecting all instructors and courses so discussion and agreement is needed before implementation can occur. Marc will follow up with Joanna.
   - The question was asked if a student worker position could be created in D2L for the purpose of working with instructors. For privacy reasons, the ability to view grades would need to be disabled. Marc will follow up with Traci.
   - At future meetings, the group will discuss whether or not to implement any D2L upgrades or freeze the software at the current version.

4. Respondus Lockdown Browser
   After discussion if was noted that this would need to be monitored. The discussion will continue at the next Instructional Technologist group meeting.

5. Other Business
   - As part of the VC Innovates grant, using ePortfolios is being explored. OC had poor results with using ePortfolio and D2L. It is hoped that the results with Canvas will be different. This group will be kept updated as more information becomes available.
   - Peter requested that an item involving the library be on the agenda at the next meeting. He will discuss more with Dave.
   - An employee test group for Google Apps has been created. Victory will consult with Mike Rose for his input on the calendar. Ashley reported that the initial feedback has been positive. The Instructional Technologists will meet to discuss further. Mike, Victory, and Marc will attend.

6. Next Meeting
   The next meeting is scheduled for February 5, 2016.