VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE
MARCH 4, 2016
12:15 PM

MEETING NOTES

Attendees: Dave Fuhrmann, Gwendolyn Huddleston, Kevin Hughes, Marc Boman, Matthew Moore, Nathan Bowen, Sharon Oxford, Victory Kitamura

1. Review Meeting Notes of 02/05/16
   The notes were approved.

2. VCCCD Distance Education Summit Review
   The summit was successful. Seventy-eight people had registered and ninety-eight attended. There were presentations from instructors, Dave Fuhrmann and the Chancellor.

3. Online Education Initiative / Canvas
   - OEI – VC pilot update
     Matt reported that the pilot program that uses the state selected Canvas software for distance learning pilot courses at VC is in its third semester. The OEI course exchange will go into production this fall for a few VC courses. Mike Rose and Marc Boman are working with the state on the implementation of the course exchange. There are many elements involved and hurdles to be addressed and overcome. It is time intensive which is challenging for IT due to staffing issues. Other projects have needed to be deferred in order to meet the requirements for the OEI project. There is not much lead time to accomplish the needed tasks; the state has the project timeline on the 'fast track'. The technicians at the state level are proficient but are not experienced on the higher education side and so have made some assumptions. All of the systems need to be integrated and ready to function for the course exchange before the fall semester. The plan is for the initial launch to involve between five to twenty students. Gwen shared that next week invitations will be sent to VC staff in the areas of Financial Aid, Admissions, and Scheduling to meet together weekly to collaborate and discuss the impact on the different departments and solutions as needed. MC and OC are not involved with the OEI pilot but will be able to use Canvas for non-OEI courses. Gwen reported that there are over forty faculty participating in the training classes for Canvas including faculty from the other two campuses. New faculty at VC who are beginning to teach distance learning courses will be trained in Canvas instead of Desire2Learn. To manage expectations, it is being shared in the training that some features may not be implemented in time for the summer sessions such as single

sign-on. There may be some extra steps and challenges in using Canvas in the beginning. The focus is on working together across the district to share resources and ideas.

- Canvas Implementation at VCCCD
  - o Status of college approvals
    MC and VC have completed the approval process and have voted to recommend changing from Desire2Learn to Canvas. OC has almost completed the process and the proposal is on the agenda for the next Academic Senate meeting. If accepted, the ITAC group will vote, possibly via email, on the proposal to recommend Canvas. Dave has submitted the OEI paperwork for all three colleges in preparation for the final decision. He will determine if he needs to present the final recommendation to the Board or if his annual presentation from last year is sufficient. That presentation included a possible move to Canvas. He invited Gwen to co-present to the Board if needed.
  - o Migration calendar update
    If all continues to move forward, Canvas could be implemented in time for the first summer session in late May with a larger implementation in fall. Sharon informed the group that at VC they have started importing courses from D2L into Canvas. The transfer has been smooth so far with some manual editing needed. The group discussed the possibility of utilizing assistance from Canvas staff for the data conversion. Dave mentioned that funds will being budgeted for that purpose and it can be determined at a later date if assistance is needed. He also noted that there is no definitive end date for D2L and that this committee will make a decision probably sometime in late fall.

4. Desire2Learn – Open issues
   - Future Upgrades
     Per Marc, there is no update on D2L upgrades since the last meeting. There will probably be a minor upgrade at some point.

     There are three open issues; all three have work arounds. The first issue is the single sign-on to the Pearson products. This has been ongoing since February and is a problem that needs to be resolved by Pearson. Marc is having challenges finding the person at Pearson who can resolve the problem. The second issue is with Respondus and the ability to post quizzes into D2L. The problem is with the web firewall and that the security protocols that Respondus uses are out of date and incompatible. The third issue is a problem with MindTap and a problem with the grade book that pushes the grades not being compatible. Marc reiterated that there are work arounds for all three issues. It was informally decided in past meetings to put the time resources more towards the Canvas implementation rather than resolving D2L issues.

5. Library Item from Peter Sezzi – tabled at prior meeting
    Peter inquired if the library cataloging can still be pursued. This involved a third party company and in the past, funds had been allocated for it. The project was cancelled after there was no progress toward completion within a year. Dave indicated that the project should still be on ATAC's project list with a status of cancelled. Peter noted that this is not pressing but should be completed at some point.

6. Other Business
    Andres expressed concerns regarding IT staffing shortages and the need for additional IT staff district-wide. He commended the IT department for doing so much with such a limited number of staff. He inquired as to the proper channels to express these concerns. Dave noted that he has a staffing plan in place for the DAC. The IT staffing at the colleges is a local level decision-making process. Dave is aware that at OC, Mike Alexander is working on the latest program review to recommend adding at least one more staff person.

7. Next Meeting
    The next meeting is scheduled for April 1.