



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT ADMINISTRATION CENTER

INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE

APRIL 1, 2016

12:15 PM

**MEETING NOTES**

Attendees: Andrea Horigan, Art Sanford, Ashley Chelonis, Dave Fuhrmann, Gwendolyn Huddleston, Joanna Miller, Kim Hoffmans, Marc Boman, Sharon Oxford, Tracie Bosket, Victory Kitamura  
Guest: Mike Rose

1. Review Meeting Notes of 03/04/16  
The notes were approved.

2. Online Education Initiative / Canvas

- OEI – VC pilot update

Gwen shared that the first weekly online call between the various departments impacted by the OEI project went well. The meetings will continue each week on Tuesday mornings. Gwen requested that anyone who would like to be involved in these meetings contact her. She discussed the Cranium Café and that a few more counselors are needed. A list and information on how to get started will be sent to all interested counselors.

Mike gave a technical update that included information on the single sign-on for Canvas. He anticipates that it will be ready to implement within a week or two. Real time integration with Banner is not available yet but he hopes to have it ready for summer session. The worst case scenario is that there will be a manual batch upload of the data each day. New codes have been added to track D2L courses versus Canvas courses. The data techs have been trained on this and will be the staff responsible for maintaining. There needs to be a discussion on the process and who will be giving them direction. Mike and Marc asked for direction on the potential need for a lite shell in Canvas similar to the one in D2L which was a replacement for courses that had used Course Studio to post the syllabus and other files. Marc explained that he is unsure if Canvas has that capability. After discussion, it was decided that Mike and Marc, along with the instructional technologists, will investigate the option of a lite shell. Concern regarding the definition of the different types of courses and the use of the online software for these different types of courses was discussed. It was decided that there is time to determine how to approach this issue. Other committees will need to be involved in resolving, as well as the Deans. The discussion will continue at subsequent ITAC meetings. Marc requested input on the automatically provided impersonation feature in Canvas that

allows an instructor to view the class as a student, take tests, etc. There has been one instructor who has requested a second test student in order to test the gradebook. After discussion, it was decided that requests for multiple test students can be handled on a case by case basis.

- Canvas Implementation at VCCCD
  - Status of approvals  
OC approved the recommendation on Monday. Pending approval of this committee, the recommendation will be presented at the April Board meeting. The contracts, which are effective May 1, are ready to be forwarded to Business Services if approved by the Board. Dave and Gwen will make the presentation to the Board which will include an update of the OEI project and the contract information.
  - Vote on recommendation  
Per the vote conducted via email, twenty-one members voted in favor of recommending the adoption of Canvas for the District's online course software program. There was one abstention.
  - Migration calendar update  
The decision on the time frame for the complete transition from D2L to Canvas will be made by this committee with input from the Academic Senates. The earliest would be the first summer session in 2017. If needed, Dave will work with D2L to extend the contract past June 2017. Dave requested input regarding onsite training by a representative from Canvas. His suggested a more focused training by a trainer with infrastructure knowledge who could offer situational solutions rather than generic training. The group agreed. Dave will follow up with Canvas to determine the options and explore funding approval. The hope is to have the onsite training scheduled before fall semester. Dave noted that he wants to preserve the budget savings realized when D2L is no longer in use for additional tools, continuing to reinvest in, and improve the distance learning environment.

### 3. Desire2Learn – Open issues

The three issues discussed at the prior meeting are still unresolved.

- Future Upgrades

### 4. Other Business

- Sharon shared that the March training for Canvas is just nearing completion. There are approximately twenty faculty who have completed the training. The training offers the opportunity for testing of the export/import functionality.
- Sharon shared some information on the communication tools and agreed to present a short demonstration at the next meeting.
- Joanna inquired if there have been any OEI level changes to the import that would address the non-functionality of rubrics. The answer to her question was that the rubrics do not transfer over, but are easy to create in Canvas.
- The group discussed the process of reporting issues to Canvas. There is a Canvas Community where issues can be posted. It is interactive and Ashley confirmed that she has had feedback to postings involving OEI. Tracie

noted that there is a voting mechanism available on ideas, features, and issues on the Community postings. Dave noted that there may be other mechanisms in place that would become apparent after and/or during the implementation process.

- Ashley shared an informational item from Matt. Instructors have been giving him feedback that the training now is great, however, they may want to wait until fall before using Canvas due to level of comfort.

#### 5. Next Meeting

The next meeting is scheduled for May 6.