



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE

JANUARY 20, 2017

1:00 PM

MEETING NOTES

Attendees: Alexander Kolesnik, Andrea Horigan, Art Sanford, Ashley Chelonis, Dave Fuhrmann, Gwendolyn Huddleston, Joanna Miller, Kim Hoffmans, Marc Boman, Matthew Moore, Rachel Messinger, Scott Wolf, Tracie Bosket, Victory Kitamura

1. Review Meeting Notes of 12/02/16

The notes were approved.

2. ITAC Committee

• **Election of Co-Chair**

The Co-Chair is normally elected during the September meeting. The group discussed electing the Co-Chair for the calendar year or for the remaining six months of the current academic year. Since there was not a consensus, it was suggested that the term be for the next six months of the academic year with an option to review when the committee reconvenes in September after the summer break. It was confirmed that it was MC's turn to co-chair the committee. Joanna Miller was nominated, she accepted, and was approved to serve as Co-Chair.

• **Membership and Charter**

In reviewing the membership of the committee as outlined in the Participatory Governance Decision-Making Handbook, the suggested change is to use the generic title of 'Chief Instructional Officer' under the 'Members from each College'. This was based on a decision made by DCAP since the official titles vary between each college.

3. Canvas

• **Web Enhanced Courses**

Marc has discussed with Canvas how the lite shells have been handled in D2L for web enhanced courses. To date, there has not been a comparable solution in Canvas. The suggestion from Canvas has been to develop a template, use it to train an instructor, and then download that template for the instructor's class. The instructional technologists agreed that they prefer an automated process be developed with multiple templates available. Dave requested if there was any feedback from instructors using Canvas for web enhanced classes. Per Matt, it is planned to administer a survey for feedback from the instructors in the near future. The group decided to continue the dialogue closer to the end of spring semester when more instructors have been trained

in Canvas. Marc will continue to monitor any development from Canvas. At present, there is no plan to offer two versions of Canvas (regular and lite), and that instructors would just be asked to 'gray out' (deactivate) the tools they are not using.

- **Deadline to Migrate to Canvas from D2L**

- **Campus plans update**

- The D2L contract ends July 15 which offers instructors access to their classes for approximately a seven to eight week period after the end of spring semester. Discussion ensued regarding the need, by law, to have access to online class data for seven years. There hasn't been a definitive answer from D2L yet regarding continued access to the data after the contract ends. Dave and Marc will continue to work with D2L on the issue. There is an archive feature in D2L that may be a possible solution. Dave mentioned that the district will certainly have access to grades and other data required by law. He emphasized though that the data would not likely be in a form that is easily accessible, and requests to access the information will need to be submitted to IT.

- **Communications to Faculty on deadlines update**

- In order to be ready to import data into Canvas before the deadline, instructors are being encouraged to download their content (assignments, materials, quizzes, etc.) from D2L prior to July 15, ideally as soon as spring semester ends and grades are completed. The group discussed establishing deadlines. To avoid a performance issue, Marc suggested downloads be done in stages. It was suggested that each campus establish a separate 'download day'.

- **Training Update**

- MC reported that they have held several trainings and all is going well with no major problems. VC has been holding web enhanced workshops as well as regular training sessions. OC has been aligning their training with VC. Overall, training is going well and moving forward. Gwen suggested offering basic training during the summer with more advanced training offered later. She also suggested utilizing flex week for training.

- **Professional Development ideas for faculty and support staff**

- Dave has a meeting with Business Services next week and will then approach the Chancellor's Cabinet. Once funds have been decided upon, it would be an individual campus decision on how to use those funds for professional development.

4. D2L

- **Open Issues**

- Marc shared that there are no new issues to report.

5. Open Educational Resources

- **XanEdu Update**

- When searching the bookstore website, Dave did not find much information. He will contact Barnes and Noble for more information.

- **OER Summit 2017 at College of the Canyons**

Most of the group reported that they will be attending the summit and will be able to share information at the next meeting.

6. Online Faculty Evaluations

Discussion continued from the last meeting regarding the completion percentage for the online courses faculty evaluations. Dave will work on obtaining completion statistics from the last faculty evaluation process to compare on-ground to online. He will also investigate the possibility of using a tool that Rupinder had started to evaluate. As an incentive, it was suggested to offer a gift card reward with students being entered into a random drawing after completing the evaluation. Also suggested was to generate an electronic notification to instructors whose class is being evaluated in order to facilitate encouraging students to complete the evaluation. Dave noted that there is a move toward empowering the campuses to handle the surveys without intervention from IT. The programmer analyst assigned to this project will be invited to the next meeting. Dave noted that while there is a technology aspect to the evaluations project, it may fall more under the purview of the new non-technical advisory committee being formed under DCAP.

7. Other Business

- Kim noted that there are two conferences that conflict with the Summit.
- Kim shared that the new version of CurricUNET is being reviewed and this committee may want to discuss at some point. It was noted that it needs to be researched if CurricUNET will be using the cloud environment and if so, can the data be exported if needed.

8. Next Meeting

The next meeting is scheduled for March 3.