VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE
MAY 5, 2017
12:15 PM

MEETING NOTES

Attendees: Art Sanford, Ashley Chelonis, Dave Fuhrmann, Linda Kamaila, Marc Boman, Matthew Moore, Mike Rose, Scott Wolf, Sharon Oxford, Victory Kitamura
Guest: Adam James

1. **Review Meeting Notes of 04/07/16**
   The notes were approved.

2. **Canvas**
   - **Migration to Canvas from D2L**
     The campuses have collaborated to assist with training faculty. Faculty have been able to take advantage of training at all three colleges. Matt shared that it takes approximately fifteen minutes to back-up the necessary information from a D2L course and the data can be imported into Canvas at a later date. Written directions are available and are also included in the training sessions for instructors. The deadline is June 30.
     - **Campus updates**
       MC: No representative in attendance.
       OC: Ashley shared that OC has been focused on rolling out Canvas by department. She has been meeting with individual departments, discussing the issues involved with transitioning from D2L to Canvas. There have been multiple training sessions available for instructors, including those instructors teaching on-ground classes. Training included how to backup data in D2L. She shared that some concern has been expressed regarding the communication to instructors of the need to back-up information in their D2L courses.
       VC: Sharon and Matt shared that VC have offered multiple training sessions for instructors, including instructors teaching on-ground classes. Training included how to backup data in D2L.
     - **Continued access to online classes**
       There was no new information to report. Dave will continue to try to connect with D2L and also see if the connections at the state will be able to help address this. There is a legal obligation to maintain the records for 7 years.
     - **Communications to Faculty on deadlines update**
       Marc reviewed that an email notice was sent to all online instructors and was posted in D2 in March. In April, another email notice was sent out with information for migrating and downloading course content. The message was also posted in D2L. A calendar item in D2L has been set

to notify instructors that June 30 is the last day for D2L access. That same notice was posted in D2L and also added to Canvas. Messages will be sent to instructors weekly. Ashley noted that at OC, Deans and Admins have been sending out emails to their instructors for the last month or two that included how to backup data.

- o **Communications to Students announcing the move to Canvas** VC shared that a notification stating that after June 30 Canvas will be used exclusively for online instruction has been posted to their website. Matt also shared that the VC website has instructions for students on how to use Canvas. The student side is easier than the instructor side. The students may need to be informed that if there is anything in their 'locker' in D2L that they want to keep, they should save it. The locker is tied to the individual student and not a course. Marc will post a message in D2L for students. He also will investigate if students who have used the locker can be identified and a notice sent specifically to those students. The group discussed and agreed to adding portal and Canvas announcements for students.

- **Training Update**
  It was suggested to have a trainer onsite for flex day on Wednesday.

3. **Funds for Professional Development**
   There is money for training and there is also a separate account for additional tools, to be determined.

4. **D2L Open Issues**
   There were no new open issues.

5. **College Updates (MC, OC, VC)**
   Other than discussed under item 2 - Canvas, there was no other information to share.

6. **Other Business**
   - Mike shared that the update to the mobile app is moving forward. While not ready to demo yet, it is close and the new features for Canvas should be ready in time for fall semester. He feels that because students are very savvy, there shouldn't be a need for training or announcements. The new features would be installed via an update from the app store. He noted that based on recent analytics, one of the most used areas is the schedule.
   - Related to the discussion from the April meeting (Item 2), Ashley mentioned the terminology of 'web enhanced' and the possibility of changing the term. She noted that the only counter argument she has heard to changing the terminology is that the term could be used to inform students that the instructor will be requiring work online for the course. Instructors communicate to students in the class notes, but there isn't a code that indicates this to the students. The OC DE Committee and the DE Advisory Group have been discussing and have expressed interest in clarifying. After discussion, there was consensus for the DE Advisory Group to take the lead on this issue.

- Ashley inquired about the concern of merging classes in Canvas. The merge option is easily available to faculty. Marc explained that the core issue is if the course is moved in the middle of teaching; the student activity remains with the course not the section. The recommendation has been made to hide the merge option and this is currently being tested. In summer session there are only two merged courses, in fall there are ten. The DE Advisory Group was identified as group to make the decision. After discussion, the group decided to make the recommendation to hide the ability from faculty and allow merging on a request basis. The Instructional Technologists and Marc would have access to the merge option. This would be the same process as used with D2L.

7. **Next Meeting**
   The next meeting will be scheduled in September.