VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE
OCTOBER 5, 2018
12:15 PM

MEETING NOTES

Attendees: Art Sandford, Dan Watkins, Gwendolyn Huddleston, Julius Sokenu, Mike Rose, Rachel Messinger, Scott Wolf, Tracie Bosket, Victory Kitamura
Guest: Matt Spinneberg

1. Introduction of Associate Vice Chancellor of IT, Dan Watkins – Mike Rose

2. Review Meeting Notes of 05/04/18 – Mike Rose
   The notes were approved.

3. ITAC Committee Charge Discussion - Dan Watkins
   Dan shared the committee charge as currently written and asked for any recommendations for changes. With the formation of the District-wide distance education group (acronym), he posed the question of how extensively this group might continue to focus on distance education. Gwen noted that due to necessity, distance education had dominated the meetings in the past, not leaving much time to address other instructional technology needs such as from tutoring and the libraries. The group discussed, and decided to revisit, any recommendations for changes to the committee charge toward the end of the instructional year. The group agreed to regularly invite the campus IT Directors and others as needed. Sharing technical information across the campuses would be beneficial to all, potentially saving time and resources. The group was encouraged to share the agenda with their campuses as it evolves to include other topics.

4. Status/Policy for AllUser Email – Rachel Messinger
   Rachel inquired if it was possible for the AllUser email policy to be reviewed; the policy was developed years ago by management who are no longer with the District. She cited an example of faculty who feel disconnected from other faculty and staff and who would like to reach out to others with the same interests. Dan explained that he is open to suggestions for a method to create these communities. He has compiled the history of how the current policy was developed and it is available for all to review in Confluence. Dan explained that ATAC would be the committee to discuss the idea and make a recommendation to Chancellor's Cabinet. Sharon explained that at VC a Canvas course shell was created for the purpose of sending out general campus information to connect employees. Dan extended an invitation to the ATAC meeting for those interested when this issue is discussed.

5. ADA Compliance/Accessibility – Ally Update - Mike Rose
   Mike verified that the group is agreeable to leading the implementation. Blackboard has some openings in the middle of the month to begin the implementation. The kick-off call can be attended remotely. Mike will work with the vendor on the exact date and time. Dan suggested that the vendor be asked to provide an agenda for better efficiency.

6. Distance Education
   - OEI Update – Gwen Lewis Huddleston
     Gwen shared that every Friday there is an OEI meeting. She informed the group that she should be notified of any challenges that are encountered. They are not meeting as frequently at the state level.
   - Lack of TDD Capability for Canvas Support – Tracie Bosket
     Tracie shared that she was given information from Canvas staff that VCCCD had not purchased the live chat system. Gwen noted that there was most likely a misunderstanding. The group discussed that it is required by law to provide TDD capability support. Dan asked Tracie to forward the email to him, Gwen, and Mike for follow-up with the appropriate entities.

7. Committee Self-Evaluation Review – Dan Watkins
   The group reviewed and discussed each item of the self-evaluation.

8. College Updates (MC, OC, VC)
   OC: Art shared that there was a great demonstration on the OEI rubric. Laura noted that faculty in the Film, Television, and Electronic Media Division are interested in assisting and providing interns for creating videos.

9. Other Business – Dan Watkins
   - The group discussed the election of a new co-chair. Based on the rotation between the campuses, it is OC's turn to co-chair. Scott Wolf was nominated, elected, and accepted.

10. Next Meeting – Review Standard Meeting Time – Dan Watkins
    The next meeting is scheduled for November 2.