



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER**

INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE

NOVEMBER 2, 2018

12:15 PM

MEETING NOTES

Attendees: Anasheh Gharabighi, Art Sandford, Dan McMichael, Dan Watkins, Laura Gentry, Marc Boman, Mike Rose, Rachel Messinger, Scott Wolf, Sharon Oxford, Tracie Bosket, Victory Kitamura

1. Review Meeting Notes of 10/05/18 – Dan Watkins
The notes were approved.

2. ADA Compliance/Accessibility – Ally Update - Mike Rose
Marc is currently working with Ally reps on the technical side. After the implementation meeting last week, they sent a set of instructions and process for integrating to Canvas. The steps are straightforward and most have been completed as of early this week. Marc is waiting for them to enable the next piece, which will hopefully be next week and then the project can move forward. The next step is to meet again with the Ally reps. Mike suggested that before that, the group should discuss how the implementation and training, which will fall primarily on campus staff, should proceed. VC has a group of approximately twenty instructors who are interested in piloting the program; VC and OC will discuss at their next campus DE meetings. After discussion, it was decided to arrange a phone call with Los Rios staff, IT, and the instructional technologists/designers before the meeting with the Ally reps. Los Rios is further along with their implementation and have expressed a willingness to share their experiences and the best practices they developed. Mike will handle contacting them. The group decided upon a time frame to schedule the call with Ally on the 9th and if Marc finds that Ally hasn't been able to complete their part, it can be rescheduled. The call with Los Rios would be scheduled the week of November 12, hopefully the 13th. The week of November 26 was discussed for scheduling the initial training during lunch time to accommodate the group's schedule. The trainings are in two hour blocks. Mike requested when the instructors who will be involved in the pilot are identified, the list of names be sent to him.

3. Distance Education
 - OEI Update – Gwen Lewis Huddleston
Sharon shared that Gwen is working on plans to advertise which courses and certificates are available as fully online programs. A new OEI rubric has just been released that is easier to read. Gwen had shared the link with others previously. A meeting is scheduled for next week with some of the

consortium schools and financial aid staff. Sharon will forward the invitation to Mike and Dan so IT will be included in the discussion.

- TDD Capability for Canvas Support Update – Dan Watkins
Dan has been in conversation with Shawn and Jay regarding this issue. Jay will be following on the potential of adding text messaging support capability to Canvas. Hopefully, the state will put some pressure on Canvas to add this capability. The group felt that the chat box within Canvas would suffice. Dan hopes to have an update for the next meeting; if he has news before then, he will email the group.

4. Student Evaluations of DE Courses – Rachel Messinger

The group discussed concerns regarding response rates for the DE courses and how instructors are informed, or not informed, that their course is being evaluated. How instructors can assist with obtaining higher response rates and better ways to inform instructors on when and how they are being evaluated were identified as issues needing to be addressed. Dan noted that while IT has been heavily involved due to the technical aspects, leadership at a higher level for all courses, not only DE courses, is needed. The group decided that the next step is to have a presentation of the process and discuss with the goal of identifying suggestions to improve the process. Dan will invite representatives from HR and AFT for the discussion of suggested changes.

5. Software/Tools Updates – Dan Watkins

- Banner 9
Mike shared that Banner 9 is now implemented and all users will be fully moved over by the end of November.
- Office 365
All non-faculty email migration has been completed. Victory shared that the plan is to start the email migration for faculty in batches with anticipation of completion in December. The campus IT Directors will contact the users before migrating.
- Starfish
The appointment scheduling phase is completing and the early alert phase is beginning. Mike explained that IT is working with campus student success coordinators to determine who should be involved. It is anticipated that after the pilot portion is completed during spring, the full roll out will occur in fall.
- Accudemia
Accudemia has been implemented in the tutoring areas at all three campuses. The roll out to the fitness centers and other areas that need to collect positive attendance is beginning. It is anticipated that Accudemia will be fully implemented for spring.
- Student Lingo
Marc has added a link in the student portal on the My Success tab under Student Orientation. This tool is a free resource for students, providing web training on such subjects as time management and other subjects to assist with student success.

6. College Updates (MC, OC, VC)

- MC: Dan McMichael shared that non-faculty email boxes have been recently moved to the cloud. A few faculty who needed special access to specific calendars were also moved. Upgrades for certain systems are being finished and IT is focusing on their current open projects. Tracie shared that there was a demo of a product from TechSmith that would be helpful for students and instructors. The group agreed there was interest in viewing a demo.
- OC: There has been discussion regarding the student evaluations. Some instructors announced they are adding some OER materials. There has been a recent demo of Zoom that was well received and integrates nicely with Canvas. Also mentioned was Mastery paths in Canvas and interest in a demo was expressed. This can only be used in real production and not in a beta environment.
- VC: They are working on the DE summit and are excited about the implementation of Ally. They are starting to test NameCoach. Also, they are prepping for spring semester and working on the OEI.

7. Other Business – Dan Watkins

There was no other business.

8. Next Meeting – December 7, 2018 – Dan Watkins

The group identified possible conflicts with the next meeting and discussed moving the time to be later by an hour or so. The decision will be made dependent on a meeting that is scheduled for the same day.