



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

INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE

FEBRUARY 1, 2019

12:15 PM

MEETING NOTES

Attendees: Anasheh Gharabighi, Dan Watkins, Gwendolyn Lewis-Huddleston, Jennifer Kalfsbeek, Laura Gentry, Marc Boman, Matthew Spinneberg, Mike Rose, Rachel Messinger, Scott Wolf, Victory Kitamura

Guests: Dan McMichael

1. Review Meeting Notes of 11/02/18 – Dan Watkins
The notes were approved.
2. ADA Compliance/Accessibility – Ally Update - Mike Rose
The group discussed and determined that the next step is to distribute the links to recordings for the two training sessions along with information for the Ally user group and other available resources. Step two is to determine when the vendor will be available to review best practices with usage of Ally.
3. Distance Education
 - OEI Update – Gwen Lewis Huddleston
Faculty training continues to be offered by the state. Participation in the exchange is increasing. The focus has shifted more to counseling and student services so that the same on-ground services are available.
 - TDD Capability for Canvas Support Update – Dan Watkins
Dan will contact Jay Field for an update.
4. Student Evaluations Update – Dan Watkins
The goal is to have the Class Climate upgrade in place for the spring evaluations. The group discussed how to better encourage online students to complete the evaluations. Dan will be meeting with Michael Shanahan (Vice Chancellor of HR) and the campus Vice Presidents with the purpose of performing a business practice review of the process with the goal of addressing concerns and to improve the process. In the short term, the upgrade will resolve some of the issues caused by the older version of the software.
5. Software/Tools Updates – Dan Watkins
 - Banner 9
The implementation has been completed. There will be a Banner upgrade over the weekend of March 15. A new single sign-on will be included and migration of systems to the cloud. More information will be available in the coming weeks. Testing will begin in mid-February. Systems including the

portal and Banner will be down all weekend; Canvas will have a direct login available.

- Office 365
All email boxes have been rolled over.
- Starfish
Appointments for counseling and student services were mostly finished last semester. Next phase involves early alerts which will affect faculty. Pilot groups will be created; contact Mike Rose if interested in participating. The pilot should begin this spring.
- Accudemia
Accudemia has been rolled out for positive attendance to replace CiTrack.

6. College Updates (MC, OC, VC)

MC: The DE committee decided on how to use their Canvas funds which will be mostly travel to the convention. Instructors are uploading classes to the OEI. The shells are ready so they can be reviewed. They expressed the desire to use Zoom instead of Skype for meetings.

VC: staff were unavailable due to the DE conference

OC : The main item to share was regarding Ally testing. They will have more to report at the next meeting.

7. Other Business – Dan Watkins

Camtasia was discussed as a tool for pre-recording lectures. It offers a feature to edit, which Zoom does not provide. MC is interested in a site license. Dan will explore a district-wide cost if all three campuses are interested. Most DE related tools generally are district-wide which better assists students.

8. Next Meeting – March 1, 2019 – Dan Watkins