VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE
MARCH 1, 2019
12:15 PM

MEETING NOTES

Attendees: Art Sanford, Brandon Damico, Dan Watkins, Gwendolyn Lewis-Huddleston, Kim Hoffmans, Marc Boman, Matt Moore, Matthew Spinneberg, Mike Rose, Rachel Messinger, Scott Wolf, Sharon Oxford, Tracie Bosket, Victory Kitamura
Guests: Grant Jones

1. Review Meeting Notes of 01/01/19 – Dan Watkins
   Scott made a motion to approve the notes, Gwen seconded, and the notes were approved.

2. ADA Compliance/Accessibility – Ally Update - Mike Rose
   There has been positive feedback from the instructors currently using Ally. Ally has been implemented on a course by course basis with the individual campuses deciding which courses will have access. The group decided to recommend implementing Ally in all courses beginning with the summer session. Once the instructional Vice Presidents approve, information regarding the tool and training will be sent out to instructors District-wide.

3. Distance Education
   - OEI Update – Gwen Lewis Huddleston
     Gwen shared that the OEI is reviewing a method for course approval that uses other colleges to evaluate the courses instead of submitting each course to the state. They are in the process of creating a group for that purpose. She shared that Adobe Spark is being evaluated as a tool for video capture; a close caption feature is available.
   - TDD Capability for Canvas Support Update – Dan Watkins
     There are some challenges and complexities being experienced by all Districts in the state. Dan is on the board representing California's southern area.

4. Student Evaluations Update – Dan Watkins
   The Class Climate upgrade has been completed and it resolved most of the existing problems. There is still an issue with an error message being generated when an instructor is not being evaluated and the link is clicked on. Also, there is an issue with notifying students about the evaluation. These issues will hopefully be resolved next week by the vendor. Marc is researching the feature that should

send an email to faculty to verify that it is working. Dan has scheduled a meeting with the VPs to discuss the process and ways to improve.

5. Software/Tools Updates – Dan Watkins
    - Banner 9
      The upgrade and migration to the AWS cloud is scheduled for the weekend of March 22nd. A new single sign-on is also planned to be implemented. While the portal is down over the weekend, there will be a direct link available for Canvas users.
    - Starfish
      The early alert implementation phase is beginning with Counseling involved with the pilot in the next three weeks. The rollout is expected to happen in fall.
    - Camtasia
      The group discussed the possible District-wide use of Camtasia. There wasn't a consensus to definitely move forward for a large group of users, however, there was agreement for Dan to research pricing for approximately 50 users and the available options. Identified as potential users were the instructional technologists/designers, student service staff, and specific instructors.

6. College Updates (MC, OC, VC)
    MC: No updates to share this meeting.
    OC: Scott reported that a call for students for the summit??. They are in the process of hiring a new Instructional Designer.
    VC: Sharon reported that the main focus at VC is preparing for the DE Summit.

7. Other Business – Dan Watkins
    - Dan informed the group that due to a previously scheduled training, he won't be able to attend the DE Summit; hopefully Mike Rose will attend to represent DAC IT.

8. Next Meeting – April 5, 2019 – Dan Watkins
    Dan requested the group send agenda items they may have for the next meeting.