



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

INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE

MAY 3, 2019

12:15 PM

MEETING NOTES

Attendees: Ali Olson-Pacheco, Dan Watkins, Gwendolyn Lewis-Huddleston, Kevin Hughes, Kim Hoffmans, Marc Boman, Matt Moore, Mike Rose, Rachel Messinger, Scott Wolf, Sharon Oxford, Victory Kitamura

1. Review Meeting Notes of 04/05/19 – Dan Watkins
Scott noted that under agenda item #6 College Updates, under the OC update, the demo was for Portfolium, not Portfolio.
2. Committee Self-Appraisal
The committee reviewed and discussed each question. The group discussed the focus in the past being mostly on distance education. With the formation of the DDEAC, the focus can shift more to classroom technology. The group discussed changing the meeting schedule frequency, day, and location. Dan will send out a poll for the group's input. The September meeting may be located at MC, or it may be a remote meeting with continued discussion. Also discussed was sharing more information about changes with upcoming District-wide technology. The group agreed that more discussion and review of tools used for on-ground as well as online instruction would be useful.
3. Distance Education
 - OEI Update – Gwen Lewis Huddleston
Gwen shared that Canvas is incorporating PRONTO into use and there is a free training for those interested. The state Chancellor's office is surveying online students and faculty. Currently none of the three colleges are on the list; to participate, a list of DE faculty and student names and emails need to be sent. The lead person is Erin Larson. She noted that OC is invited to participate in the OEI course listings and questions although OC is not officially signed up.
4. Software/Tools Updates – Dan Watkins
 - Starfish
Mike shared that the early alert link will be open to all faculty during the summer with information/directions available. Testing is scheduled to begin next week. Alerts can be used for encouragement as well as referrals to student services; the goal is connecting with the students.

- Camtasia
Dan shared that he will be working with the campus IT Directors to implement Camtasia District-wide, hopefully over the summer.
5. Students Using Office 365 – Victory Kitamura/Matt Moore
Victory shared there are approximately 18,000 students who have signed up to use Office 365. Matt noted that faculty should feel comfortable requiring the use of Word.
 6. Syllabus Schedule Template – Kevin Hughes
Kevin inquired if it would be possible to create a template for faculty to use for the syllabus. This would save instructors hours of work. The group agreed this would be useful. Sharon noted that Canvas has a type of syllabus but it does not recognize holidays. Gwen noted that there may be an option developed with the OEI as this is currently being discussed.
 7. College Updates (MC, OC, VC)
VC:
They are gearing up for summer courses and offering distance education training. They are implementing NameCoach and hoping to have a wider adoption from on-ground classes. This would help instructors with proper pronunciation of student names. This would be good for student services in general.
OC:
Scott has had questions from faculty about developing the capability to allow Canvas online courses to be opened early for specific students. Matt volunteered to contact Canvas with the question. They are starting to take volunteers for the OC DE Summit planning committee next year.
MC:
Rachel informed the group that they have a new DE co-chair. They are moving forward with the grant. Faculty trying to get their courses on the exchange and are a little frustrated with the process. Dan added that they aren't the only ones who are frustrated and they may find a way to improve the process.
 8. Other Business – Dan Watkins
With the time at 1:30PM, Dan suggested if there is other business to email it to him and he will share with the group via email.
 9. Next Meeting – September 6, 2019 – Dan Watkins