VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE
SEPTEMBER 6, 2019
12:15 PM

MEETING NOTES

Attendees: Art Sanford, Dan Kumpf, Dan Watkins, Laura Gentry, Luis Gonzalez, Marc Boman, Matt Calfin, Matt Moore, Matt Spinneberg, Scott Wolf, Sharon Oxford, Tracie Bosket, Victory Kitamura

1. Review Meeting Notes of 05/03/19
    The notes were approved.

2. Co-Chair Selection at October Meeting (VC's turn to co-chair)
    The group discussed that since the self-appraisal indicated concerns regarding redundancy with the DDEAC committee and the need for more focus on classroom technology, electing a co-chair outside of DE might be helpful to that end. The group also expressed the desire to encourage more faculty involvement. Matt Moore will contact the VC Academic Senate President.

3. Meeting Location Change to On Campus Rotation
    Discussion continued regarding the change of the frequency and location of the ITAC meetings. The group decided to meet as normally scheduled in October and then meet at a campus for the November meeting, probably on the normal scheduled date/time. The group would like to invite other faculty who are not ITAC members to attend; they would not be voting members, but would add to the discussion and collaboration. It was noted that the OEI/LTI work group meets the first Friday of each month and conflicts with ITAC; several ITAC members are on that committee. After further discussion, the group decided to hold the October meeting at 1:00pm – 2:00pm. Dan will discuss the details of the November meeting with the co-chair (when elected) and others as needed.

4. Distance Education
    *   Volunteer for sharing OEI updates
        Matt Calfin agreed to share an update at next meeting.
    *   OEI Update
        Sharon noted that most of the Canvas tools that have been available through the OEI, such as Nettutor, are continuing to be available and encouraged everyone to keep using and advertise their availability to faculty. One that is not available anymore is Notebowl.

5. Software/Tools Updates
   - Camtasia
   Camtasia has been rolled out to most District campus and laptops; each campus is rolling it out a little differently based on their protocols. The group discussed how to deploy and manage availability to Camtasia for adjunct instructors who do not have District owned devices. It was noted that they do have access to computers on campus. Also mentioned was using Canvas Studio and/or negotiating additional licensing with the Camtasia vendor. The group discussed the benefit of using a consistent tool. Dan will discuss possible strategies with campus IT Directors at their next meeting. He will also approach the vendor to revisit the agreement for possible additional licensing.

6. Funding for Respondus
   Dan shared that, at a recent DOC meeting, he made the request for District funding for Respondus. They asked for additional information before approving. The Vice Presidents of Business Services plan to discuss the level of interest with their individual campuses and bring that back to DOC. Dan suggested that for any future requests, the VPs be involved in the discussions before making the request at DOC meetings. That would help to expedite District-wide funding decisions.

7. Faculty Evaluations (Class Climate) – Review of language for reminder emails
   Marc has adjusted the baseline language to better fit VCCCD and shared with the group for input. Dan asked that any feedback be emailed to Dan and Marla and the group will be updated. The evaluations will be deployed in two weeks. Dan shared that he is inviting the Academic Vice Presidents to review and discuss the entire process. He has documented the current process and would like to review and potentially adopt a different process that includes moving away from paper.

8. College Updates (MC, OC, VC)
   MC:
   Tracie shared that there were trainings on Ally and Camtasia during flex day and both were well received by faculty. There was a basic Canvas training which was found to be not as exciting by the on-ground instructors. Matt Calfin shared that at the first DE meeting of the year involved setting goals and kicked off the CVC OEI work group for their grant which will be implementing the four degree pathways. Dan added that MC's instructor representation at this group is down to one and he has emailed Mary and spoken with Racheal for suggested representation. Matt Calfin will also mention it to Mary. Matt Calfin noted that Matt Spinneberg presented a webinar for grading accessible flyers using PowerPoint that was well received. It was not recorded.
   OC:
   The OC DE committee will be meeting next month and will share information about Camtasia set-up and availability. They will begin preliminary planning for the DE Summit which will be at OC in March. Luis added that the contract for SmartThinking will be up at the end of the year and they are thinking about transitioning to Nettutor or another similar tool. Sharon suggested that they may want to look towards joining the OEI Equity group which means committing to

twenty percent of online courses being OEI aligned over two years. With that comes many tools, including Nettutor. The call for new institutions to join will be coming in September.

VC:

Sharon shared that they offered some great flex day activities involving Ally, Camtasia, talking about new grade book that is being rolled out. The IT team offered many tech related flex activities such Office and Outlook. Matt Moore shared that they completed trainings for online course review for faculty to know how to go through the process for OEI aligned courses. They are also working on implementing the degree pathways online. Sharon added that she has noticed Canvas being used more on campus by departments for multiple ways of communication.

9. Other Business
   Matt Calfin noted that OC will be posting to hire another Design Technologist Specialist. They hope to hire a provisional employee in the meantime.

10. Next Meeting – October 4, 2019