VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

INSTRUCTIONAL TECHNOLOGY ADVISORY COMMITTEE
OCTOBER 4, 2019
1:00 PM

MEETING NOTES

Attendees: Ali Olson-Pacheco, Dan Kumpf, Dan Watkins, Laura Gentry, Matt Moore, Ryan Petitfils, Scott Wolf, Sharon Oxford, Tracie Bosket, Victory Kitamura
Guest: Grant Jones

1. Review Meeting Notes of 09/06/19
   The notes were approved.

2. Co-Chair Selection (VC's turn to co-chair)
   The group discussed who from VC was able to co-chair and if the co-chair needed to be faculty. Sharon volunteered and the group accepted and agreed.

3. November Meeting – On Campus
   The November meeting will be held at VC. Dan will work on the details with Sharon and Grant. An agenda will be available within the next couple of weeks that can be shared with other faculty. The goal is to expand the committee focus to include more classroom and lab technology. There are voting committee members, however, the meeting is open to all.

4. Distance Education
   - OEI Update
     Dan Kumpf shared that the OEI exchange is interested in moving VCCCD into phase 2, which is designed to help students finish their goals faster by allowing them to enroll in courses from participating colleges outside of their home college/District. Students would find courses and register through the OEI website without needing to complete an application through CCCApply for the college offering the course. The student would need to declare a 'home' college and a new funding model would divide credit between the colleges that are involved. Dan Kumpf also noted that there was an issue involving penalties with out of state students that he believes has been resolved. Dan Watkins noted that the OEI projects usually generate a heavy load on IT resources as well as the Admissions and Student Services departments. He explained that there are many different variables that need to be discussed and worked through and mostly likely this wouldn't be ready to implement by spring or even fall. Dan Watkins will review the MOU and other information and at some point, he and Mike will schedule initial meetings. Mike added that the State may make assumptions that may not be applicable for our institution and that

would need to be addressed. Dan Kumpf mentioned that, at the meeting, there was some discussion that Canvas doesn't function well with Starfish in terms of integration. Mike clarified that there has been a proposal from the VCCCD Starfish work group to implement the integration between Starfish and Canvas. This would allow Starfish to pull information from Canvas; Canvas does not pull information from Starfish. The proposal has been reviewed and there is no plan to implement. Also discussed was setting flags for individual students for early alerts. This has been implemented; instructors set the flags in Starfish. Now that it is implemented, it will be under ongoing review to identify any needed improvements.

5.   Software/Tools Updates
   • Camtasia
     Dan will discuss with the campus IT Directors and work with TechSmith, the vendor. The issue is that IT cannot be responsible for personal computers and installing and maintaining software for part-time instructors is problematic. Tracie noted that MC handles it by informing the instructors that, when giving out the license, it is their license and MC isn't responsible. MC has approximately ten licenses remaining. Canvas Studio was also discussed as an option, albeit, an expensive one. Respondus was discussed; Dan is working on obtaining a site license and will send out the information when available. It's cost effective and he suggested scheduling demos to promote usage.

6.   College Updates (MC, OC, VC)
   MC:
   Tracie shared that they have thirteen faculty who are developing over twenty courses for CTE online programs. They have an OER Coordinator and a new DE Coordinator (Anasheh) who will probably have more release time. They are working towards hiring an Instructional Designer.
   OC:
   Laura shared there has been discussion regarding recertification. The suggestion was to create an assessment which would place the instructor either in the recertification course or in the OTTCC. This is for instructors who need to be recertified because they have taken the OTTCC but have not taught online for at least three semesters. They are working on the paper work for the OEI. They are planning the Summit and requested that the group put out a call to faculty for ideas for the breakout sessions and/or volunteers. Also, they asked for suggestions for keynote speakers. The date is March 19, a flex day. The theme is 'creating great instructor content and communicating with students'.
   VC:
   Sharon shared they are preparing for Innovate and will be advertising. They will be piloting Canvas Studio in December.

7.   Other Business
   There was no other business.

8. Next Meeting – November 1, location will be at VC