VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE
MAY 3, 2012
8:30 AM ➢ DR. THOMAS G. LAKIN BOARD ROOM

MEETING NOTES

Attendees: Erika Endrijonas, Dave Fuhrmann, Dave Keebler, Sue Johnson, Iris Ingram, Lisa Miller, Bill Pearce, Ramiro Sanchez

1. Review Minutes of 04/05/2012
   There were no changes or comments.

2. ATAC Committee Self-Appraisal Results
   The results of the self-appraisal were reviewed. There was agreement to change the frequency of the meetings from monthly to bi-monthly. The meeting notes will be posted on the DAC website and emailed to the committee members within a few days of the meeting. The agenda will be sent out approximately two weeks in advance, which will offer the opportunity for more campus discussion on the agenda items prior to the meetings.

3. Updates
   - TracDat
     This is an item on the May Board agenda. The contract is in Purchasing for review. Assuming that the contract is approved, it will come back to ATAC. Initial training for faculty will be scheduled before they go off contract for the summer.
   - Desire2Learn Version 10 Upgrade Schedule
     Dave explained that D2L handles the upgrades as part of our contract. The upgrades are scheduled far in advance; the upcoming upgrade was scheduled six months ago. Based on prior years, there is normally a gap between summer and fall which is ideal for an upgrade. The approved instructional calendar for the 2012-2013 year does not have a time gap between summer and fall which necessitates a change in the timing of the upgrade. The options were discussed and Dave will relate the group's feedback to the Distance Learning Task Force, which meets on Monday, May 7.
   - Mobile Applications for Students – Student Feedback
     Dave shared the results from the focus group meetings with the Associated Students from the three colleges. The feedback was positive and also indicated that the initial implementation should contain the desired features, as most students would only try it once. If it did not meet expectations, students would most likely not give it a second try. The group agreed that a

Spring 2013 semester implementation would be preferred over the Fall 2012 semester.

- Document Imaging
Ellucian and Highland are the two vendors that are being reviewed. There will be demos scheduled for later this month, after graduation. The group discussed the implementation process and agreed that a phased release by department is preferred. The project will probably be ready for the July Board meeting and, if approved, the process could begin this fall.

4. Project Reports
- DegreeWorks
Lisa shared that the training is occurring this week at the campuses. Oxnard training was yesterday. There were a few issues; however, these were quickly addressed by I.T. staff and the data techs. The feedback has been positive overall.
- Banner Upgrade
Bill shared that the upgrade went well with only minor problems. He explained that there are a few outstanding problems that are currently being addressed. There is a pre-req problem that, once Bill has the needed documentation from the Registrars, he will forward to Ellucian to be fixed.

5. Other Business
Sue inquired regarding the status of changes needed for summer registration. Bill responded that the process to include declared foster youth has been done and is in the testing process. Drop time and payment plans for summer were discussed. Ramiro requested information on the number of students who make use of the payment plan options. Bill shared that the changes needed to handle the new registration priorities will be ready for the Fall semester.

There was discussion and a request to add the Email Policy to the next agenda. Dave will email the latest version of the Email Policy draft.

6. Next Meeting
The next meeting is scheduled for July 5.