VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE
SEPTEMBER 13, 2012
11:00 AM ➤ DR. THOMAS G. LAKIN BOARD ROOM

MEETING NOTES

Attendees: Mike Bush, Dave Fuhrmann, Erika Endrijonas, Jane Harmon, Dave Keebler, Sue Johnson, Iris Ingram, Patricia Parham, Ramiro Sanchez

1. Review Minutes of 07/05/2012
   Ramiro inquired if the electronic transcript project was presented to the Board in August (Item 3). Due to the budget situation, the project is still under discussion. Ramiro requested clarification on who will be using the scheduling software (Item 4). Financial Aid will be the main users to start.

2. Start of Fall Semester – Technology Status
   Dave reported that this year the help desk call volume was less than last year, most likely due to students being more familiar with the process and the system. Issues with the thin clients on campuses were also much less. Faculty have become familiar with the smart classrooms. Eventually every classroom will have the same set up, which will enable instructors to easily use different rooms. The emergency phones and processes were discussed.

3. Portal Upgrade Schedule
   The upgrade has been pushed back from October to April. There were some technical and resource issues that made this change prudent. The redesign of the portal is also taking a little longer than anticipated. The reason for the April date is that is coincides with the normally scheduled Banner upgrade. There are two issues that may necessitate pushing the date into the summer: the changes to Course Studio, and registration. Course Studio should convert completely and it is felt should not cause any problems. Extensive testing will be done before the upgrade date is finalized.

4. Document Imaging Update
   The second demo for Ellucian BDM was much better received than the first. There will most likely be a third demo scheduled for a larger group. IT staff will be meeting with Hyland for a more detailed technical review. A third company, Perceptive Software, is also being reviewed. Demos from all three companies will be scheduled in October for final reviews. Dave would like to have input from departments other than Financial Aid in order to have a more well- rounded perspective. The target for Board presentation is February 2013.

5. Learning Management Systems – Feedback from Demos
   Dave distributed information and reviewed the feedback from the demonstrations which concluded that there weren't any advantages in the other packages that would warrant a change from the Desire2Learn at this time. From a budgetary stand point, the other systems would not be less expensive.

6. ITAC Meeting Schedule
   Dave distributed the description from the Participatory Governance Handbook for ITAC (Instructional Technology Advisory Committee). The number of Instructional Technologists from each campus was questioned and it was determined that there should be 1 instead of 3. Dave is proposing to meet every other month, in the off months from the ATAC meetings, beginning in October. Dave will send an email to the Academic Senate Presidents with the information and requesting two faculty members from each campus to serve on the committee. One of the first issues to be discussed will be the role, if any, of the Distance Learning Task Force.

7. Updates
   - DegreeWorks
     The progress of the DegreeWorks implementation was discussed. The counselors seem to be receptive and there has been positive feedback on the training. Students will be able to view only. Sue stated that it will be a good tool for students to use for self-advising at some point.
   - Mobile Apps
     The vendors have been previously narrowed down to AT&T and D2L. Dave is meeting with the librarians tomorrow to discuss what apps students may need. There will be meetings scheduled with the student groups to gather feedback on their app needs and expectations. The recent fall release of mobile apps at OC was discussed. It was not actually mobile apps; it is not interactive. It is a mobile website and was announced as mobile apps. The tool that was used was discussed and possibly developing the same for the other two colleges. Concern was expressed that there could be some confusion generated for students since they have been working with staff on the mobile apps project. Staff will continue to work with the student groups and present the information at ATAC at some point in the future.

8. Other Business
   MC has been debating whether or not to give all student workers an employee email address. The consensus of the group was to not do so.

9. Next Meeting
   The next meeting is normally scheduled for November 1; the EVPs will be out of town on that date. An alternate date will be determined.