



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

FEBRUARY 7, 2013

8:30AM ▶ DR. THOMAS G. LAKIN BOARD ROOM

MEETING NOTES

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

Guests: Rupinder Bhatia, Mike Rose

1. Review Minutes of 11/29/2012
Ramiro requested clarification on Item 2. The copy of the data on the site is older data from the state and will be updated to the latest data soon.
2. Class Climate integration with Desire2Learn
Rupinder presented a demo to show how Class Climate will integrate for use with the course survey within D2L for online classes. Currently, students enrolled in online classes receive the course survey via email. This will be an additional option for students to complete the survey. A link to the survey will display when they login to the D2L course page. The surveys remain anonymous, however, it can be determined who has not completed the survey, and an alert sent directly to the student. It was agreed to implement this option and to alert the instructional technologists.
3. Document Imaging Update
This project should go to the Board in April. Implementation could then begin in May. The group discussed the implementation process. The initial focus will be on the Financial Aid and Admissions and Records departments.
4. Mobile Apps Demos
Dave reviewed the handout that consolidated the feedback from the staff who attended the demos by D2L and AT&T. Both demos were recorded; Dave will provide a link to the recordings for anyone who missed the demo and would like to review them. The group discussed. The project could potentially go to Board in April. Implementation of the basic release could be ready within a few weeks after approval.
5. Health Center Software – PyraMED
Multiple systems were reviewed and PyraMED was chosen. It will go to the February Board next week and all three colleges will use the system. The cost of the software is under the allotted budget.

6. Remote access to Banner for Managers

Jane inquired about allowing managers remote access to Banner. Currently, only IT has access for support purposes. The new VPN is considered more secure than the previous one. The group discussed and the issue will be discussed further with the college presidents and referred to the Chancellor's Cabinet.

7. ITAC issue – policy/AP for distance learning student authentication

The possible future need for a policy or procedure regarding authentication was brought to the attention of ITAC by Bola. Currently, the Department of Education acknowledges single sign-on as valid authentication. This may change when new technology is available. A few institutions in CA have a written policy. Dave will forward the policy samples to the EVPs. Individual state laws regarding out of state students was also discussed at ITAC as a potential future issue to be addressed.

8. Access to SARS between campuses

The group discussed SARS administration and usage on the three campuses. Dave will work on the licensing information and setting up demos.

9. Updates

- Portal Upgrade

Dave explained that due to some issues and bugs with version 5, the initial plan has been changed and version 4.3 will be installed first. Version 5 will be installed after those issues have been resolved, hopefully in June or July. Mike talked about the major changes to Course Studio that will occur in version 5. District-wide there are approximately 400 courses using Course Studio per semester. The possibility of using D2L exclusively was discussed at the ITAC meeting. A limited shell could be developed for use with any course so that minimal training would be needed. The group discussed. Using one product for all forms of on-line instruction could be beneficial for students and instructors as there would be consistency.

- Websites

Dave displayed the compilation of responses to the website survey. He will email the survey results to the group and encouraged that it be shared with campus personnel. The feedback touched on some of the issues that had already been pointed out by the consultant and was generally positive. Some of the comments were not applicable to this project as they referenced the portal and D2L, but still gave good insight as to areas that need focus. The timing of the nightly maintenance was noted by a significant number of respondents with the request to change it to a less active time frame. It may be possible to move the nightly processing to 3:00 AM if there are some adjustments made to the related accounting processes. The earlier time was established due to the payment processing, which occurs on Eastern Time, not Pacific Time. IT staff will begin looking into the technical requirements for changing the processing time.

- **Electronic Transcripts Self-Service**
This is an item on the agenda for the next DOC meeting. Dave will be working with Mary Anne and will have more information at the next meeting.
- **DegreeWorks**
Approximately 275 education plans have been entered into the system by counselors. When self-service plans become available, students will be able to create their own plans that will require counselor approval for finalization. The self-service feature was discussed and it was agreed to implement it, as well as the electronic approval app when it is ready. Mike will work on the details of implementation and email a synopsis to the EVPs that outlines the details of what is involved. It was suggested to have a representative at the DegreeWorks meetings and it was decided that Erika would attend.

10. Other Business

There was no other business.

11. Next Meeting – conflict with DOC meeting on April 4

An alternate day in April will be determined.