



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

DECEMBER 5, 2013

8:30PM > DR. THOMAS G. LAKIN BOARD ROOM

MEETING NOTES

Attendees:

Brian Fahnestock, Dave Fuhrmann, Dave Keebler, Erika Endrijonas, Iris Ingram, Mike Bush, Mike Shanahan

Guests: Mike Rose, Rupinder Bhatia

1. Review Minutes of 10/08/2013
The notes were approved.

2. Project Updates:

- DegreeWorks
Mike R. gave the update on DegreeWorks. Articulation is a high priority. More training sessions are in the process of being scheduled per requests from counselors. The next meeting is scheduled for December 16.
- Mobile App
Mike R. gave an update on the Mobile App project which is ready to release with the exception of the personal alerts feature. It is anticipated that the alerts will be ready in January, possibly in time for the beginning of spring semester. The Portal Task Force Committee concluded at their last meeting that releasing the product with all of the features available would be better received by the students. The delay was discussed and the decision was made to move forward with releasing the mobile apps before the winter break.
- Document Imaging
Rupinder gave an update on the document imaging project. Implementing Financial Aid is the first priority. The software is being installed and the scanners should be in place sometime early in the new year. Consultants from Hyland were on-site in October and met with the FA officers to review the processes. FA end user training is scheduled for the week of January 20. It's expected that the FA check listing component will be active sometime in February. IT is looking at the next phase of the project, which includes the addition of an Optical Character Recognition feature. Adding this feature will be presented to DOC for budgetary approval. This will provide the ability to take an image of a document, translate the image into data, and then transfer the data directly into Banner. Meetings will be scheduled with the groups district-wide to determine where this feature could be effective.

- Website Redesign
Dave presented the first mockups. The new website will adapt to different mobile devices. Marc and Victory will be attending training for Drupal, which will be replacing OmniUpdate. Staff will then, in turn, be trained. This is a good opportunity to review the content of the websites. Dave will send out information on which pages have the most activity.
- Microsoft Lync
There are a few more weeks of work remaining at VC. MC phones are being deployed. OC deployment is scheduled to start in February. By the end of April the district-wide deployment should be substantially complete. Dave is gathering quotes on new phone voice services that could potentially save between 4,000-\$5,000 a month in calling costs. There will be two data circuits that will service all of the sites, providing redundancy that does not exist today. The long distance should be less expensive with better service. A few analog circuits will be left in place for backup. Dave will be present to DOC in January or February.

3. Remote Access Requests

After discussion, it was decided to grant the following requests with the exception of the transcripts (iii). Note: the two EVP's not in attendance will be consulted regarding the Registrars' access.

- a. Registrar Remote Access to Banner
- b. Remote access to Banner info for BIT team members
 - i. Contact information---phone, address, email (SPAIDEN)
 - ii. Class schedule
 - iii. Transcripts

4. State RFA Update

Dave reviewed the content of the initiatives and will give updates as they become available.

- RFA 13-082 Online Education Initiative
The state will be reviewing software and making a decision. Currently, the college districts will not be required to participate. VCCCD has another one and one half years remaining on the Desire2Learn contract.
- RFA 13-083 Common Assessment Initiative
The state will establish one common assessment tool and participation will be mandatory.
- RFA 13-084 Education Planning Initiative
Participation is optional. In January, VCCCD will implement Open CCC Apply which is part of this initiative.

5. Maxient – Student Conduct Management Software for BIT groups

This project will be presented to the Board in December. Groups will be formed sometime after the spring semester begins. The software will assist with keeping track of students who may have conduct issues.

6. Banner HR Assessment

Strata Information Group offers an assessment service where a specialist reviews how Banner modules/features are being used effectively and not so effectively. A specialist will not be available until fall. Dave will present to DOC next week. Discussion ensued.

7. Desire2Learn Outage

There was an outage of a couple of days that was related to a network issue that caused corruption of the D2L data. This happened just prior to the last date for students to drop classes. The system was up and running for the most part, but was so slow that it was unusable. The D2L support response time was not good; though they were notified within two hours of the outage, approximately 36 hours were lost waiting for an effective response. The vendor is on-site at VC today and Dave will meet with them to discuss the situation and how to prevent it from happening again.

8. Other Business

There was no other business.

9. Next Meeting

The next meeting is scheduled for February 6.