



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

APRIL 2, 2015

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

MEETING NOTES

Attendees:

Brian Fahnestock, Dave Fuhrmann, Iris Ingram, Mike Bush, Mike Shanahan, Patrick Jefferson

Guests: Mike Rose

1. Review Minutes of 02-05-15
The notes were approved.
2. Text Messaging to Students – Guidelines and Procedures (from BSPG meeting)
Mike R. shared concerns from the Banner Student Project Group regarding the addition of text messaging students for non-emergency information. If too many messages are sent, students may begin to ignore them and/or opt out of receiving them. Mike R. requested direction on the types of messages that should be sent via this method. Discussion ensued and it was felt that the messages need to be strategic, targeted, and focused. Mike R. will consult with the Registrars to create a list of key messages that would notify students of dates and actions that require their immediate attention. The list will be emailed to this group for review as soon as it is developed.
3. Document Imaging and Electronic Signature Policy (from BSPG meeting)
With the implementation of the document imaging project, the Banner Student Project Group has questions regarding the use and validity of electronic signatures. Mike R. requested input. Michael S. shared that there are existing policies for other organizations that can be reviewed as examples. There are also services available, although the cost can be high. Dave will research and at the next meeting he will have some draft policy examples and information on available services.
4. Remote access to Banner for Campus Outreach
Staff who work directly with people offsite out in the community, specifically at high schools, would be assisted by having access to Banner. Security concerns were expressed. The use of hot spots, exclusive use of district laptops, privacy screens, and the development of guidelines were discussed. Dave will work with the Registrars and report back at the next meeting.
5. SharePoint and Office 365 OneDrive for Business
Dave is waiting for a final proposal from the consultant. When the proposal is ready, he will present to DOC for funding purposes. The kind of information that

will be stored was discussed. It should not be used to store sensitive information and permissions should be used for sharing. An administrative procedure should be developed. More information will be available at the next meeting. It is anticipated that this will be available for fall semester.

6. Online Education Initiative – Distance Learning

The state has chosen Canvas for the learning management system, final negotiations pending. Dave has heard positive feedback from faculty at VC who are in the pilot program. He has also had some positive response for moving from D2L to Canvas in 2016. The courses that are offered online as part of the course exchange initiative would be free. There may be charges for other types of courses but it is expected to be less than current costs. Full 24/7 support and hosting services are included. Conversion tools are available that enable data to be moved over fairly easily. The D2L contract ends in June 2015 with the option to renew in one year increments for the next two years. Patrick mentioned a meeting at which the details will be discussed. It was suggested that someone from the DAC attend, so Dave requested more information from Patrick.

7. Review of Strategic Technology Plan for 2015-2017

Dave reviewed the plan with the group, requesting feedback. Dave will also be requesting feedback from campus groups. The Instructional Technology Advisory Committee (ITAC) has been reviewing and offering input, and will continue to do so. A final draft will be completed soon. The plan will be reviewed again at the next meeting.

8. Updates

- Early Registration

Mike R. reported that early registration is in process and no problems reported so far. The summer payment plans begin on April 20.

- Email Retention AP

Michael S. has contacted other colleges as suggested by Chancellor Moore and is gathering policies to review as examples. The basic information specifies that email is used for transitory communication and not as a record keeping vehicle. This item will be discussed further at the June meeting.

- Argos

Mike R. gave an update on the progress of the Argos reporting project. Training sessions have been held at all campuses. Additional training requests have been made and will be scheduled. Reporting on the finance side is the next area to be addressed.

- Luminis 5 Upgrade (not on agenda)

Mike also mentioned that the Luminis upgrade project is progressing. It is a major overhaul of the portal and very time intensive to prepare and test.

9. Other Business

There was no other business.

10. Next Meeting – June 4 Meeting Conflict with DCAS (9:00am-11:00am)

The next meeting is scheduled for June 4 at 11:00am.