VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE
AUGUST 06, 2015
8:30PM➤DR.THOMAS G. LAKIN BOARD ROOM

MEETING NOTES

Attendees:
Darlene Melby, Dave Fuhrmann, Dave Keebler, Ken Sherwood, Lori Bennett, Mike Bush, Michael Shanahan, Oscar Cobian, Tim Harrison
Guest: Mike Rose

1. Review Minutes of 06-04-15
   The notes were approved.

2. Introduction of New Members
   New members, Tim Harrison and Oscar Cobian, were introduced. Dave reviewed the committee charge per the Decision-Making handbook.

3. Portal Upgrade
   The portal upgrade was completed over the July 4th weekend and Mike reported that overall, it went smoothly. There was discussion regarding the date chosen for the upgrade. Dave explained that multiple committees were involved in choosing the date and included input from all three campuses. There were few windows of opportunity due to the second summer school session. This was a major upgrade and challenges were expected. Mike Rose reported that most of the issues were due to password resets and the transition from using security questions to an email based reset process. There was not an option to migrate over the security questions which generated a very high volume of contacts from users unable to login. Mike shared the three main priority issues: 1) password synchronization with AD which will hopefully be completed within a week or two; 2) session time out of fifteen minutes, mostly affecting staff and is a flaw in the software that the vendor is working to resolve; 3) technical issues on the servers that has not impacted most users due to IT staff monitoring and immediate handling. More servers can be added and IT is also working with the vendor for resolution. Mike also reported that there is a list of items that were known would not be ready at the implementation. These items are being worked through based on priority levels.

4. Backlogged Projects
   Due to the portal upgrade, there are several projects that were put on hold. These were reviewed.
   - Argos reporting and training
     Argos was implemented over a year ago and has proven to be a useful reporting tool. Additional training will be scheduled in the near future.

- DegreeWorks enhancements
  The current Ed Planner was customized to assist with compliance for student success. There is an update to the Ed Planner that, when installed, will assist with meeting the state's requirements. The implementation will be a time intensive project, requiring staff training.
- GradesFirst new features
  There are some features that college staff, particularly at Moorpark College, are wanting to implement. Dave will contact Pat Ewins for additional details and set up a meeting to discuss.
- Mobile App updates
  The app is due for a refresh. The maps are outdated and will hopefully be updated before the first day of fall semester. Dave will review the cost of adding the ability for students to add/drop classes through the app with the vendor and present that information to DOC.
- Text messaging for enrollment
  Targeted text messages can now be generated to students who have granted permission to receive nonemergency information via text message. This is a new feature that hasn't been utilized yet and is in the initial stage.

5. Strategic Technology Plan
   The plan is scheduled to be presented to the Board at the next meeting. Dave requested any final input and noted a couple of minor wording changes. The group agreed to move forward with the presentation of the plan to the Board.

6. Online Educational Initiative
   There are four OEI courses being offered through VC this fall using Canvas, the state chosen distance learning software. Gwen Huddleston is the liaison. The cost of fully moving to Canvas has yet to be determined. Dave believes that a goal to begin conversion in 2017 with full implementation by 2018 is viable. ITAC will discuss further when the group meets in September after the summer break. The logistics are complicated with financial aid and registration priorities to be considered.

7. Disaster Recovery Project
   The project has been moving forward. The goal is to have a full, live copy of all systems at MC and in an emergency situation all operations will be able to switch over to MC within an hour. At some point, MC will become the primary site. Dave has been working closely with Ventura Unified to ensure that all connections and the generator are stable for the beginning of fall classes. IT staff will begin a twenty-four hour monitoring of all systems starting the weekend before the first day of classes.

8. Updates
   - SharePoint Online and Office 365 OneDrive for Business
     This has been implemented and IT staff has had training. The main use will be to track accreditation information. It should not be used for sensitive information such as student data. Dave will either email the 'do's and don'ts' documentation from the vendor or distribute at the next meeting. This is an opportunity to review old data and what is made available.

- Email Retention AP
  Michael shared that his research suggests email retention is a cultural change and the technical side follows. He suggested making the recommendation that this be deferred for a year due to the resulting disruption in work flow for staff and faculty. There should also be better technological alternatives available in the future. The group agreed.

9. Other Business
   There was no other business.

10. Next Meeting
    The next meeting is scheduled for October 1, 2015.