VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE
FEBRUARY 2, 2017
8:30AM➤DAC ROOM 119

MEETING NOTES

Attendees:
Dave Fuhrmann, Linda Kamaila, Mike Bush, Michael Shanahan, Oscar Cobian, Silvia Barajas
Guests: Mike Rose, Joel Diaz

1. Review Minutes of 12-01-16
   The notes were approved.

2. IT Input on Major Campus Initiatives
   Dave noted that when there are major campus projects being discussed that will require IT resources, IT should be contacted early in the process. This will ensure that the IT department can manage the timeline and schedule the necessary resources.

3. Promise Project for OC and MC
   The group reviewed and discussed the IT Projects Request form for the OC promise project. The priority is high with the need to be implemented for the 2017 fall semester.

4. Ed Exchange Project Pilot
   The group reviewed the project description from the state regarding the six week eTranscript pilot. Ventura College is the teaching institution responsible for releasing transcript data to the home college, which is Foothill College. The impact on VCCCD IT resources is low; the state is responsible for supporting the pilot. The intention is to automate the system to minimize any manual entry by Admissions and Records staff.

5. Early Registration
   Rick Post is leading a work group to explore how best to change back to a dual registration system for summer and fall. This would be a significant project for IT mostly due to major issues caused by payment plans and dual enrollment. It was asked how other colleges are handling the same situation. In the past, Dave had polled other colleges with dual enrollment and found that payment plans were not being used. The group discussed further. Dave will follow up with other colleges and Oscar will share the information that he collects.

6. Email Migration to the Cloud (Office 365)
   Testing will begin next month. The goal is to begin the migration in mid to late March with completion by fall. Documentation will be made available.

7. Data Breaches at Community Colleges
   Dave explained that there have been successful infiltrations into several California colleges' networks in the past year. Recently, Dave met with IT staff at LA Valley College to discuss data breach prevention methods. LA Valley identified five major problem areas that Dave shared were under investigation at VCCCD by initiatives that are underway. He also noted that he is continuing to work on the issue to bring security to a higher level while maintaining flexibility for users. Mike Bush suggested informing the college Presidents of the financial liability, should there be a data breach. Dave confirmed that VCCCD does have cyber liability insurance coverage.

8. Updates
   - OEI / Canvas
     The state 'kick-off' for the OEI project is today, with three students enrolled. VC anticipates beginning their participation with late start classes in early March. The goal is to increase the number of students/classes in the fall. Dave shared a handout with the sections offered per campus for web-enhanced, hybrid, and online classes with the breakdown of usage between Canvas and D2L. In order to assist faculty with the transition, there will be four additional Canvas training tracks offered soon.
   - Banner XE Implementation
     The project is moving a little slower than Mike Rose would like. The project is the highest priority with new requests taking a lower priority. The areas of human resources and budget are being migrated first. He expects that the HR portion will be ready for testing within a month. The entire project will probably take one and a half to two years for completion.
   - HR Offers System
     The project is progressing well. Both HR and the campuses have access to the system. Implementation will begin in March with the summer offers processed through the new system. The AFT Union has been included in the project, working with Gary, and the feedback has been positive. There will be training scheduled in February.
   - VPN Access for campus outreach positions
     Mike shared requests from the Deans to have the ability to work on the HR Offers from home, which requires VPN access. Managers already have approval for VPN access to our systems, including OnBase files.

9. Other Business
   - There was a discussion of problems with how GradesFirst handles counseling visits versus the normal processes at VC and MC counseling offices. Also noted were the recent technical performance issues related to changes made by GradesFirst this year, which has caused downtime this semester. The direction that the vendor is moving with the software has changed since the software was originally evaluated and purchased. The group discussed a potential change. There are seventeen months remaining

on the contract. Dave will determine how and/or if the contract can be terminated early. If needed, moving back to using SARS would be an option for the short term, and a longer-term solution might be working with the state. The state is reviewing Starfish; the 3SP committee could begin evaluating as an alternative. It was noted that the appointment process at the OC counseling office is compatible with GradesFirst. This issue will be referred to the 3SP committee with ATAC involvement as needed.

- Michael Shanahan mentioned the Diversity in Leadership Workshop that will be scheduled in March/early April. The last workshop was held at MC and successfully connected remotely to the other three locations.
- Michael Shanahan inquired about the status of the data warehouse. The HR department has been receiving requests of an immediate nature for statistical information. John Cooney is currently pulling snap shots. Per Dave, the project is included on the future project list. One challenge is gathering and entering the historical data. Mike suggested using Argos. IT can either build the reports and/or train HR staff on how to use. Tableau is also a tool that could be utilized. It was decided to schedule a meeting between John, Mike Rose, Michael Shanahan, and Dave.
- Michael Shanahan noted that there have been concerns expressed by faculty regarding class cancellations. Notifications to faculty via email is being discussed.
- Oscar updated the group on the state Common Assessment pilot. It is expected that access will not be available for approximately one and one half years. Meanwhile, OC is managing with the alternative process with minimal technical issues.
- Dave shared information from a conference call regarding Open Educational Resources (OER) which is gaining momentum nationwide. The group discussed methods to indicate in the class schedule which VCCCD courses offer OER, possibly adding a flag next to the course. Also discussed was how best to inform students. Dave mentioned the upcoming Distance Ed forum where the OER may gain traction and press.
- Dave shared that the Public Information Officer has requested to join the ATAC committee. Discussion ensued, and Dave will ask for additional information about the request.

10. Next Meeting
    The next meeting is scheduled for April 6.